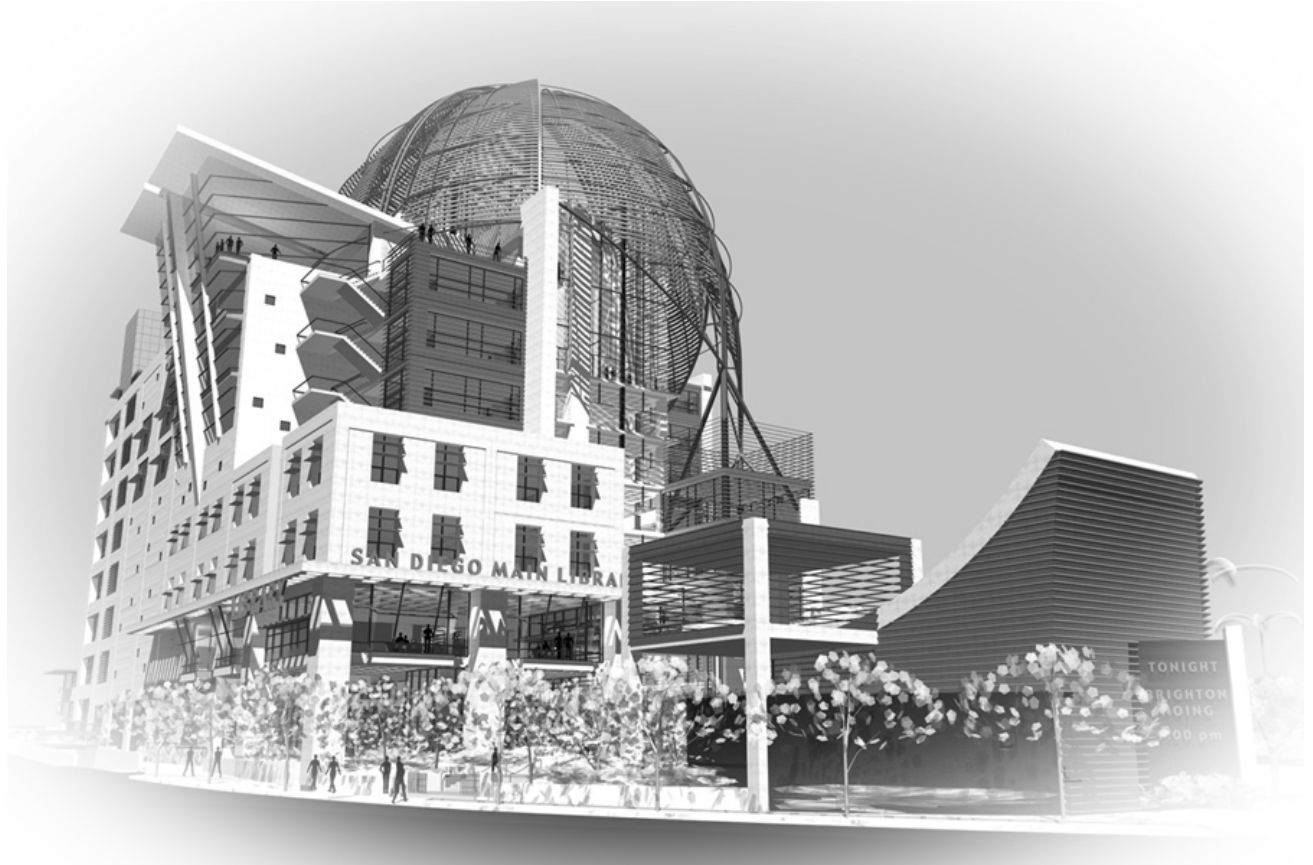


CITY OF SAN DIEGO-MAIN LIBRARY BUILDING PROGRAM



**Submitted as part of an Application to
California State Library Office of Library Construction
Library Bond Act Grant**

I. OVERVIEW AND INTRODUCTION	1
ESTABLISHING THE NEED FOR A NEW MAIN LIBRARY FOR SAN DIEGO	1
TIME SCHEDULE FOR THE MAIN LIBRARY PROJECT	3
RELATIONSHIP OF THE LIBRARY BUILDING PROGRAM TO THE ARCHITECTURAL DESIGN PROCESS	3
Library Building Team Members	4
GENERAL ISSUES IN THE DESIGN OF THE SAN DIEGO MAIN LIBRARY	5
Design Principles	5
On Sustainable Design and A Green Library	7
II. GENERAL REQUIREMENTS OF THE LIBRARY BUILDING	8
BASIC PUBLIC LIBRARY DESIGN PRINCIPLES	8
ACOUSTICS	8
Materials Selection	8
Sound Absorption	9
Acoustical Zones of the Library	9
Building Systems	9
AMERICANS WITH DISABILITIES ACT (ADA)	9
ARTWORK & DISPLAY	10
BOOK DROPS	10
CEILING HEIGHTS	10
CIRCULATION OF PEOPLE AND MATERIALS	11
CLOCKS	11
DRINKING FOUNTAINS	11
ENTRANCES AND EXITS	12
Main Public Entrance	12
Staff and Delivery Entrance	12
Emergency Exits	12
EXTERIORS	12
FLEXIBILITY	12
Modularity	13
Rectangular Space	13
FLOOR LOADS	13
HEATING, VENTILATING & AIR CONDITIONING (HVAC)	13
ILLUMINATION	14
Flexibility	14
Glare	14
City of San Diego-Main Library	

Quality of Light	14
Light Levels	15
Lighting Type	16
Lighting Controls	16
Emergency and Exit Lighting	17
Maintenance and Security	17
Review of Lighting Plans at Design Development	17
INTERIORS	18
Appearance	18
Interior Furniture and Equipment (<i>See also Furnishings and Equipment</i>)	18
Shelving Design (<i>See also Shelving and Shelving Formulas and Requirements</i>)	18
Seating	19
Furniture and Equipment layout	19
LANDSCAPING	19
MAINTENANCE	19
“As-Built” Drawings, Project Specifications, and Maintenance Manual	20
Surplus Materials Stock	20
Building Staff Space	20
MATERIALS & FINISHES	20
Floor Coverings	20
Wall coverings	21
Ceilings	21
Furnishings and Equipment (<i>See also Interior Furniture and Equipment</i>)	21
NON-ASSIGNABLE SPACE	21
Building Cleaning Staff Space	21
Restrooms	22
OPERATING COSTS	22
PARKING	22
POWER AND DATA NETWORKS	22
Furniture	23
Wire Management Systems	23
Data Network	24
Telephones	24
Audio-Visual Systems	24
Electrical Power	25
Review of Power, Data, and Telephones at Design/Development	25
PUBLIC SERVICE COUNTERS AND DESKS	25
SECURITY	26
Collection Security	26
Building and Equipment Security	26
Staff and Public Safety	26
Visual Supervision	27
SELF-ORIENTATION	27
SHELVING (<i>SEE ALSO SHELVING DESIGN AND SHELVING FORMULAS AND REQUIREMENTS</i>)	27
Specifications	27
Size and Spacing	28
Layout	28

SIGNAGE	28
Building Identification	28
Interior Signage	29
Building Directories	29
Signage Design Timing	29
SITE LAYOUT	29
Drive-up Passenger Pick-up and Drop-Off	29
Walkways and Sidewalks	29
STAFF EFFICIENCY	30
WINDOWS	30
SHELVING FORMULAS AND REQUIREMENTS	30
SEATING AND WORKSTATION INFORMATION STANDARDS	31
PROGRAM CHANGES	32
CIRCULATION	32
EXPANSION	32
<u>III. SPATIAL RELATIONSHIPS (SEE ALSO APPENDIX A)</u>	<u>33</u>
ADJACENCY RELATIONSHIPS	33
ADJACENCY DIAGRAMS	43
<u>IV. SUMMARY OF FACILITY SPACE REQUIREMENTS</u>	<u>53</u>
<u>V. SPACE DESCRIPTIONS (SEE ALSO APPENDIX A)</u>	<u>56</u>
SAN DIEGO NEW MAIN LIBRARY SPACE ALLOCATION SUMMARY	58
1.00 FIRST FLOOR FUNCTIONS	60
2.00 SECOND FLOOR FUNCTIONS	75
3.00 THIRD FLOOR FUNCTIONS	82
4.00 FOURTH FLOOR FUNCTIONS	90
5.00 FIFTH FLOOR FUNCTIONS	96
6.00 SIXTH FLOOR FUNCTIONS	108
7.00 SEVENTH FLOOR FUNCTIONS	108
8.00 EIGHTH FLOOR FUNCTIONS	109
9.00 NINTH FLOOR FUNCTIONS	118
<u>VI. PRELIMINARY PROJECT BUDGET</u>	<u>124</u>

I. OVERVIEW AND INTRODUCTION

ESTABLISHING THE NEED FOR A NEW MAIN LIBRARY FOR SAN DIEGO

The need for a new Main Library was evident as far back as the City's adopted General Plan in 1971, and the need was confirmed in the 1977 Master Plan for the San Diego Public Library. It is evident that clear and strong support for a new Main Library exists among the many constituent groups in the city of San Diego. The Mayor's Office has declared building a new Main Library as one of the top 10 goals for the City. The City Manager has exhibited strong support for the new facility, and has initiated numerous steps to move the process of site selection and planning along. Community groups and individuals have endorsed the concept of a new Main Library facility.

The present Central Library, located on the north side of E Street between Eighth and Ninth streets, was constructed in 1954. The building is 144,624 square feet gross, of which only 45,300 net square feet is accessible to the public. Square footage per capita is a common measure used to compare library facilities. San Diego's current Central Library provides 0.11 square foot per capita. In comparison, the average of 30 central libraries serving the largest urban areas is 0.42 square foot.

It was recognized at the time of initial construction that the collection and seating needs would outgrow building capacity within a twenty-year period, and the design therefore allowed for two additional floors. However, changes in the City of San Diego Building Code prohibit construction of additional floors without bringing the entire building into compliance with the current code, making vertical expansion on this site virtually impossible. Additionally, the building contains asbestos, which makes renovation difficult and very costly.

The building design and its furnishings are outdated and present serious public service problems. Currently the Library contains approximately 780,000 volumes, of which less than 60% or 470,000 volumes are available to patrons on the upper three levels. This means upwards of 40% of all volumes are relatively inaccessible and located in the below-grade high-density stacks that are only accessed infrequently by staff members. In addition, there is a current inventory of 1,700,000 government documents of which more than 95% are also stored in the relatively difficult to access basement stacks.

When initially constructed in 1954, the Library supported a population of 466,000 people living in the City of San Diego. This represented an average of 3.9 citizens of the community per one net square foot of library area. Since 1954 the population of the City of San Diego has increased at an average rate of 2.2%, to the current population of 1,223,400. To keep pace with this increase in population and readership, the Library should have correspondingly increased by 2.3% per year (composite increase of 174%) to a new current baseline of nearly 320,000 nsf.

The current population projections for the City of San Diego indicate the average annual rate of growth will be about 1.45% per year over the next twenty years. This would suggest that, if the Library collection grew at the same pace as population, the current 780,000 (excluding government documents) volumes would increase to a total of about 1,040,000 volumes by 2020.

When the Central Library opened in 1954, it had a design capacity of approximately 750,000 volumes at 100% shelf density. The functional capacity at 83% density is 622,500 volumes. This capacity has been dramatically exceeded for the past 20 years. In 1954 with 119,000 nsf and a capacity of 622,500 volumes, the population of 466,000 was serviced with a capability to

accommodate 1.3 volumes per person. Today the ratio is only .61 volumes per capita. With forecast increases in the collection that can be accommodated in the new Main Library, this ratio will increase slightly to .74 volumes per capita by 2020.

During the past 49 years, the rate of growth of the collection has been 1.8% per year, while population serviced by the Central Library has increased at a rate of 2.2% per year. To support the City of San Diego population increase of more than 174% from 1954 through 2002, the Library collection should have increased to keep pace also by a minimum of 174%, to provide a current number of 900,000 volumes. The current collection is 780,000 volumes. As these numbers suggest, the Central Library collection has fallen behind the desired number of volumes for 2002. During the past four years, the rate of growth in collection size has increased at 2.24% per year. To be equal in comparison to a peer group of major city libraries, the San Diego Main Library should provide a minimum of 2,000,000 volumes in 230,000 nsf by 2020 to provide a level of service comparable to other central or main libraries in other cities.

Today, in the spring of 2003, there are a total of 375 seats available in the Library for users. This includes seats at all tables (and assuming 100% occupancy), computer and reference terminals, counters, reference positions, casual reading seating, and self-study carrels. At many times most of these seats are filled, and there is a waiting line for many seats, particularly in the reference, technology, and computer areas.

In order to allow much needed space for public service functions, in December 2001, the Order, Catalog, Processing, and Delivery sections of the Library were moved to leased space in a commercial building in close proximity to the Central Library. Part of this rented space will be used to house materials that are used very infrequently. This inadequate facility makes it increasingly difficult for the Central Library to lead the San Diego Public Library into the 21st century.

The Central Library is the heart, brain, and nerve center of the City's public library system. It provides the centralized operating system for 34 diverse branches spread more than 331 square miles. More than 700,000 patrons visit the Central Library annually. Over the years, Library collections have outgrown available space, and the current building lacks shelving capacity and room for growth. The Central Library was not designed for the extensive wiring necessary for commonplace technologies like Internet access computers and it is currently required to serve three times the number of branches as when it first opened. It has inadequate auditorium space for cultural events and minimal space for exhibits and displays to complement and promote collections. As a thriving and growing city, San Diego deserves a first-class Main Library for its diverse population.

The current Central Library continues to operate, with both its collection and its patrons increasing to match the growth in population of the City and County. In the year 2003, the Central Library is woefully inadequate; it cannot house a collection reflective of the needs of the citizens; its technology base is being strained to the limit; there is simply no room for the staff needed; and, in general, the physical condition of the library has reached a point where it can no longer be repaired or even maintained in a manner worthy of a main library for a great city. It is time to build a new Main Library.

TIME SCHEDULE FOR THE MAIN LIBRARY PROJECT

The City of San Diego has for more than 20 years recognized the need for a new library to replace the existing Central Library. Many studies have previously been conducted on the adequacy and capability of the existing facilities to service the branch libraries and the growing population of the region. After numerous studies and discussions on the various options, the City of San Diego decided in 1996 to proceed and commit to the design and construction of a new main library. In 1996 a special committee consisting of members of the Library Commission, the Library Director, community representatives, and architectural and landscape architectural representatives was selected to serve as a design team.

The initial goal was to have the Library completed and ready for public use by early 2003. This was subsequently revised as a result of the redevelopment effort in the East Villages community of downtown San Diego. A much better site became available on City-owned property. This site along with several others was carefully analyzed to assure the best location for the new library.

In July 2001, The City of San Diego Council approved and authorized the services of the design team to begin design work for the new selected site. The schematic design effort was completed by November 2002. The total complete design and preparation of construction documents is scheduled to be completed in May 2004. Construction is scheduled to begin in September 2004, with project completion in December 2006.

ACTIVITY	DATE
Planning and Land Use Permits Obtained (If Applicable)	N/A
Site Acquired	12/01/02
Schematic Plans Completion	11/01/02
Design Development Plans Completion	6/01/03
Construction Documents Completion	5/01/04
Start of Construction	9/01/04
Completion of Construction	12/01/06
Opening of Library Building to the Public	4/19/07
Final Fiscal & Program Compliance Review Completed	7/01/08

RELATIONSHIP OF THE LIBRARY BUILDING PROGRAM TO THE ARCHITECTURAL DESIGN PROCESS

The library building program was initially developed in 1997. It was subsequently updated in 2002 and 2003 to incorporate the input from a series of community workshops. There were certain elements that the community felt very strong about and wanted to see included in the program and design. One such element was the desire for a “grand reading room” that would take advantage of views with a strong connection to the outdoors. Another was for a “state of the art” facility.

During the course of the design effort there were meetings between the library representatives, library programmer, and the design team to assure that both the library program needs and the community’s desires were carefully being incorporated and integrated into the design. Adjustments were made to both the program and design as needed during the process.

There have been and continue to be regularly scheduled meetings between the Design Team, City Project Manager, Library Representatives, and Library Programmer, on an as needed basis. These meetings have been very productive, as this has been a total team effort by all parties. Adjustments are made, options are discussed, and decisions are mutually agreed by all team members.

The design solution has not only been responsive to the spatial requirements of the program, it has also addressed the technical systems aspects such as special HVAC requirements. Specifically, with respect to energy savings, the building façade has been articulated to address issues of day lighting, sun control, comfort, low maintenance, and durability.

The program and design effort has and will continue to have a strong relationship through out the entire design process.

Library Building Team Members

- Anna Tatár: Library Director
Responsible for assuring that program areas are carefully addressed in the design; reviews and makes decisions on the program; reviews design with other staff members for input; monitors progress of project and provides report to City Deputy Manager.
- Bill Sannwald: Library Design and Development Manager
Responsible for assisting with program issues; provides information on technology needs and requirements; and assists in review of design progress.
- Darren Greenhalgh: City Project Manager:
Main contact between Design Team and Library. Responsible for all contractual agreements, City Project Budget, monitoring of project, and coordination with other City Agencies.
- Jim Steinmann: Development Consultant to City of San Diego.
Responsible for advising and guiding the City and, specifically, the City Project Manager with budgeting issues, programming efforts, and design issues.
- Rob Wellington Quigley: Project Architectural designer.
Rob Wellington Quigley Architects/Tucker Sadler Noble Castro Architects, A Joint Venture: Architects selected for the design of the project.
- Arturo M. Castro: Design Team Project Director.
Responsible for project management of the entire design team.
- Robert Rohlf: Library Programmer.
Responsible for the development and preparation of the project program.

The above group of individuals are the key members of the Technical Committee that meets on a regular basis. This group reviews all options and collectively makes final decisions. There are other disciplines that are part of the design team which attend the meetings on an as needed basis. These include the following:

- Structural Engineer: Libby Engineers

- Mechanical Engineer: GEM Engineering
- Electrical/Special Ltg./Telecommunications: LSW Engineers
- Cost Estimator: Campbell-Anderson & Associates
- Library Planner: Meyer, Scherer & Rockcastle
- Elevator Consultant: HKA Elevator Consulting
- Acoustical/Audio Visual: Charles Salter Associates
- Landscape Architect: Katherine Stangle
- Civil Engineer: Flores Lund Consultants
- Signage: Wieber Nelson Design
- ADA Consultants: Equal Access
- Roofing/Waterproofing Consultant: CRC Consulting Group
- Fire Alarm/Security System/Hardware: The Schatz Consulting Group
- Dry Utilities: Professional Consulting Group
- Fire Protection/Code Review: Schirmer Engineering Group
- Geotechnical Consultant: Ninyo & Moore

GENERAL ISSUES IN THE DESIGN OF THE SAN DIEGO MAIN LIBRARY

Design Principles

The design of the Central Library should reflect the following concerns or issues as reflected by the citizens, and city and library officials. In general the design should reflect a building that:

- Makes a proud civic statement architecturally
- Is contemporary and non-dated with simple geometric lines
- Reflects the environment of San Diego
- Is welcoming, inviting in approach, and non-intimidating
- Has highly visible service areas and promotes self-directed services
- Provides the vast majority of the collection resources on open, easily accessible shelving and display units
- Is organized and designed to recognize long hours of public service
- Recognizes and deals appropriately with the presence of the homeless
- Is arranged to foster security of users, staff, and collections
- Accommodates persons with disabilities easily
- Recognizes the requirements of large group visits

- Serves as the nerve center of a large and growing library system composed of many buildings and services
- Accommodates the present and future technology needs not only of the Main Library building itself but also as the center for the system
- Is the major and unique resource center for the library system
- Anticipates the further development of branch libraries
- Is potentially expandable
- Provides internal spaces which are easily adaptable to changing service patterns and changing library needs.

The Case Study for the new Main Library building set forth certain issues and requirements. They are listed below.

- The building for the new San Diego Main library should reflect a commitment to public service through the provision of a well-designed library that does not sacrifice functionality or aesthetics. It should be cost-effective in terms of operation and layout. It must be responsive to changing needs.
- The public library is a special place. It shares the aura of a performing arts center, the pace of a center of commerce, the educational richness of an academic setting, the excitement of discovery, and the quiet of a retreat setting. Public libraries are places where people go to discover ideas, people, and themselves.
- The public library is a center for economic development. Companies large and small are able to access the millions of records contained in the collections of databases, journals, monographs, and non-print materials in order to identify developing economic trends, market shifts, trade opportunities, and financial transactions from throughout the world.
- The public library plays a special role in introducing preschool children to the joys of reading. It can broaden the intellectual horizons of children through programming that includes story hours, puppet shows, educational games and toys, and electronic media.
- As a tourist center, the library provides visitors and residents with a wealth of recreational information for the San Diego region. The services, architecture, and location of the building will draw visitors to it. As a signature gateway welcoming residents, tourists, and business leaders to the information and economic heart of the region, the San Diego Public Library becomes a beacon to visitors.
- The complex will bring together activities that work as a unit strengthening San Diego's roles as an information center, business friendly Pacific Rim community, and destination point for tourists. All these activities will enhance San Diego's unique opportunity to be a leader in the economy of the 21st century--the information economy.
- The new Main Library will be:
 - a repository for accumulated knowledge of the region
 - an active information and resource center for business, trade, and tourism
 - a clearinghouse for current information on local community organizations, issues, and services

- a prime receiving and distribution point for electronic information with links to libraries and other databases worldwide
- a central focus point for community recreational value both on-site and through video conferencing
- a support center for formal education and independent, lifelong learning
- a hub of the library system, lending support to branch and other area libraries through materials, reference and informational expertise, and training to enrich the lives of the neighborhoods
- a symbol and a resource to capitalize on San Diego's location on the Pacific Rim

On Sustainable Design and A Green Library

The San Diego community is very concerned that the new Main Library building design has a strong emphasis on the concept of sustainable design. The architect should follow the Leadership in Energy and Environment Demonstration (LEED) certification program to the extent reasonably possible. All materials, resources, and systems designed into the building should be based on the goals of the LEED program with both construction and maintenance sustainability as a key element. The new Main Library may be California's largest gold-rated LEED project

The goals of sustainable or green library buildings are energy-efficient operations and resource efficient construction. The degree to which sustainable strategies are incorporated into a library building project is determined with the project architectural firm with consideration of capital project budget limitations, building program requirements, historic preservation issues, and developed standards for improving the environmental and economic performance of buildings.

The following categories for green library buildings that will be considered as defined by the U.S. Green Building Council:

- Site issues which include areas such as greenspace, natural shading, integration with transit
- Energy efficiency and atmosphere which include areas such as ozone depletion, super-insulated building shells, high-efficiency lighting, energy management systems, windows
- Materials and resource choices which include areas such as environmental impact, reuse of materials, constructions site recycling, and life cycle costing
- Indoor environment which include areas such as air quality, natural lighting, and use of non-toxic materials
- Water efficiency which include areas such as water use reduction.

II. GENERAL REQUIREMENTS OF THE LIBRARY BUILDING

The application requirements of the Bond Act 2000 include a provision that the applicant is to “provide a general narrative for the entire library that addresses the following items, as appropriate.” That narrative is found in this section of the Building Program.

BASIC PUBLIC LIBRARY DESIGN PRINCIPLES

The library should be designed to be as open as possible with walls kept to a minimum and furniture as uncluttered as possible. The building should reflect the design requirements and architectural considerations set forth in this section.

Public libraries in general, and main public libraries in particular, exist to improve citizens' quality of life through the information and enjoyment found in books, computers and audiovisual materials. A library building should showcase this mission at a glance. Its design should be a source of library advertising and community pride.

Just as financial centers are monetary banks holding cash reserves for the community, the library is an "information bank" holding a wealth of knowledge. The image of an information bank with businesslike efficiency and stability should be fostered by the design of the building, but tempered with the understanding that the library is for everyone. While it should have a feeling of permanence, it should also give the impression of being inviting and friendly.

The design of the library building should be architecturally distinctive and expressive of the character of both a public library and its local community. It should also be welcoming with minimal setbacks or impediments to easy access as well as adaptable and flexible enough to respond to different technologies and needs over the lifetime of the building. The design should make self-orientation simple for the user, accommodate the disabled and patrons of all ages and mobility easily, and provide easy interior and exterior maintenance.

A successful design will create an architectural gem held in high esteem by the community. To achieve this, the architect, interior designer, and library planners need to remember that form and function do not follow one another--but as DaVinci discovered, truly inspired form is function.

ACOUSTICS

Contrary to stereotype, modern public libraries can be unpleasantly loud. When acoustics haven't been addressed, quiet patrons and more active ones are in conflict. Care should be taken by the architect and interior designer during building design and interiors contract specifications to control both sound generation and transmission through the configuration of spaces, the layout of furnishings and equipment and the selection of materials and finishes.

Materials Selection

All noise generated by normal use should be controlled and, if possible, absorbed through building design. Materials, finishes, furniture, and equipment should in part be selected by their sound absorption. Hard surfaces should be considered on balance with carpet as carpet absorbs footstep, chair, cart moving and conversation noise. Acoustically treated ceilings and various wall coverings such as sisal, wall carpet or even textured vinyl are recommended.

Sound Absorption

The shape of spaces should be irregular in some manner: ceilings, skylights, clerestories, light monitors, ceiling hung banners, changes in ceiling heights or ceiling coffers all help to "trap" sound. Alternating seating and bookstacks is recommended both to utilize the stacks' sound absorption and to break up the monotony. Landscape panels can also absorb sound.

Acoustical Zones of the Library

Noisy areas (lobby, rest rooms, meeting room, children's area, circulation area, browsing, media, young adult area, group study, copy centers, PC clusters, literacy tutoring stations) should be distanced or acoustically buffered from quiet areas (reference, periodicals, non-fiction, quiet study). Staff workroom areas should use windows or glass to maintain sight lines while dampening conversational noise.

Building Systems

Noise generation from the various building systems should be reduced as much as possible. Remote ballasts or silent electronic ballasts are essential for light fixtures. Plumbing fixtures, lines, hand dryers, and rest rooms in general should be well insulated from the public as well as staff areas. All mechanical equipment rooms, including ductwork, should be well insulated and acoustic baffles should be strategically placed in HVAC ducts to dampen sound.

Mechanical rooms and ductwork should be placed where the least noise and vibration will be evident to the public and staff, and HVAC units should be mounted on sound and vibration isolation pads. Perimeter wall, air supply ducts, and other mechanical transfer points must be sufficiently insulated or isolated to cushion their vibration and prevent noise transfers. Sizing units to run at lower fan speeds could also be considered as a noise-reduction alternative.

AMERICANS WITH DISABILITIES ACT (ADA)

The library must be designed to fully comply with the Americans with Disabilities Act as well as any interpretive federal regulations or guidelines. Some of the more pertinent requirements are:

- Wheelchair ramps shall have an incline of not more than one in twelve
- Five percent (or at least one unit) of the seating, tables and carrels must comply
- All doors and entrances must be at least 32" wide (36" preferred) with a 60" turning radius. Thresholds for all doors and entrances should be no higher than 1/2" with no threshold preferred
- Any book security system must comply with (ADA Guidelines) regulations governing doors
- All public service counters must have at least one section that is a minimum of 36" in length and no higher than 30" off the floor with a clear passageway provided
- The minimum clear aisle space everywhere in the library should be at least 36"
- Current magazine display shelving shall have a maximum reach height of no more than 54" from a side reach and no more than 48" from a front reach.
- Restrooms need proper grab bars and one washbasin with at least 29" of clear space underneath

- Telephones, light switches, and drinking fountains must be within reach limits
- Emergency warning systems must provide both visual and audible alarms
- All appropriate signage must meet ADA guidelines, including visual contrast and raised, tactile lettering

Access to Public Access Computers, copy machines, computer terminals, and media equipment must all accommodate ADA requirements. Staff areas must allow for the future accommodation of disabled staff members as well. The Library would prefer no thresholds at all and that all doors are 36". Also, staff doors should include hardware to keep them open while transporting book trucks through them.

ARTWORK & DISPLAY

The library will feature transient displays of various kinds in the gallery area and elsewhere. Picture hanging rails, unobtrusive and a part of the design, should be located at 6' heights throughout the public areas. Some areas may even have entire walls dedicated to art display. Artwork must not impact the functionality of the library or be placed in such a manner that negatively impacts the future flexibility of the library.

For display cases, freestanding art display panels, or traditional display cases are acceptable. While floor display cases are acceptable, built-in wall units are preferred. Cases should be lockable, illuminated from the interior sides and have an internal power supply system.

The library will also need to display various handouts and notices on slatwall and bulletin boards. The slatwall system must accommodate various sizes and be easily modified as needs change.

BOOK DROPS

Exterior book drops should be visible from the public entrance. There should be a driver's-side book drop. Its location and access should not create hazards for drivers or pedestrians. Additional walk-up book drops are also appropriate. Book drops must lock with a height convenient for drivers, pedestrians, and wheelchairs.

The interior of the book drop room and the access door leading to the main library must be fire-rated and have sprinklers and a smoke detector. The room should be isolated and enclosed with no mechanical, air or vent connections. It should have a concrete floor with a drain and at minimum a two-hour rated enclosure and door.

Interior book drops should be close to the entrance and on the right-hand side of patrons entering the building. These drops, where possible, should also deposit into the staff workroom or, if that is not possible, into the circulation counter area. Care should be taken not to place the interior book drops in a location that will require patrons and staff using it to cross major traffic lines.

CEILING HEIGHTS

Variation in ceiling heights is suggested to reduce monotony and highlight specific areas such as the public service desks. Low ceilings at these service points are recommended to emphasize them and to provide a surface for signage as well as a way to provide a higher level of light. Children's rooms should also have lower ceilings to give the sense of smaller scale needed.

A high ceiling is necessary in the lobby and in bookstack areas. With a bookstack that could be 84" to 90" high there must be plenty of space above the top of the bookstack for sprinkler heads and light fixtures with additional height necessary to allow maintenance personnel to open light fixtures and change the lamps.

CIRCULATION OF PEOPLE AND MATERIALS

There are essentially two types of "circulation" in the library: those involving people (patrons and staff) and those involving library materials. Generally, when architects talk about circulation, they mean the former, and when librarians speak of it, they mean the latter. Understanding the circulation patterns for both are critical to a well functioning library. Much of this information is presented in the building program in the spatial relationships as well as the activity descriptions for each space.

In most successful library layouts, there is a self-evident and clear main circulation path for library patrons that starts at the entrance. At critical points there are "junctions" that split the path and allow patrons to pursue specific spaces and interests. Within the library there will be junctions that will lead to various major components of the library such as the children's room, the reference area, etc.

Furniture and equipment should never create a barrier to this flow; if it does, the design must be altered. To this end, the planning team must carefully review the plan for "bottlenecks" that create congestion and inconvenience to library patrons and staff alike.

The use of furnishings and equipment to define spaces is a necessary part of fostering good circulation. While the furnishings and equipment may be used to cloister spaces and individuals from noisy, frequently used areas, they must not impede easy circulation within the building. To the contrary, they may be effectively utilized to facilitate and control the traffic patterns of both the staff and public through the provision of well-placed aisles.

Library materials will flow out of the library building in the hands of patrons who must funnel through the circulation area and the security system. When the materials are returned they will come back through the book drops both outside and inside the library. They will be processed in the return stations, sorted and returned to their respective bookstack via a book truck. For this reason, it is important that the circulation area is located in the building to have quick and convenient access so that materials may be easily distributed to all other areas of the library.

CLOCKS

Low maintenance clocks on a central control system must be strategically located and visible in every public area as well as major staff workrooms and offices. The clocks should be easy to read from a distance and easily accessible for changing the time. The clock allowance in the general contract must provide for quality, maintenance-free clocks and it is recommended that the actual clocks be selected prior to construction bids and no alternatives accepted.

DRINKING FOUNTAINS

Public drinking fountains must be positioned to be visible from staff public service desks for supervision. At least one fountain should meet ADA and be bar activated or automatic.

ENTRANCES AND EXITS

Main Public Entrance

The single public entrance of the building should be located to be easy for the public to identify and utilize. Access to and egress from the library's collections must go through a single security gate system that is located adjacent to the library's circulation area.

Entrance should be through either separately timed automatic sliding doors or by push button doors. These doors must be well balanced as well as easy to maintain and secure. The entrance lobby should provide visible seating for those waiting for rides.

The library's hours must be prominently displayed and easily changed. The hours-open sign at the entrance should be readable from the drop-off location. In addition, a bicycle rack for at least 23 bicycles should be placed to one side of the entrance. Inside storage for 16 staff bicycles should be provided.

Staff and Delivery Entrance

A separate staff and delivery entrance that is clearly identified but not prominent is required. The staff entrance should be by a keyless system. There must be adequate space for materials handling equipment for deliveries, e.g. rollers, lifts, etc., and utility truck and van access that does not require delivery vehicles to cross public parking areas.

There must also be a sheltered and screened trash storage area and recycle bins housed nearby. The bins must be vandal-resistant and easily accessible for pick-up.

Emergency Exits

Emergency exits should be provided according to code regulations and if at all possible be visible from staff service desks and sound an alarm with a 30-second delay before release. Throughout the development of the project, the plans should be checked to make certain that patrons cannot by-pass the theft detection system via emergency exits. There must be no way to enter the building via the emergency exits. These doors should be steel with no windows and no exterior hardware. The exterior of all emergency exits should be well lit with no obscuring landscaping.

EXTERIORS

All exterior materials should be of a durable finish with no frequent painting or stain required. Wood should be limited as high quality masonry, metal, glass, or stucco is preferred. Vandal resistant textures should be considered. Weatherproof outlets for water and electricity must be of vandal-resistant design and located on all sides. All lighting should be vandal resistant.

FLEXIBILITY

Design flexibility is critical to accommodating new technologies, services, equipment, and collections. Flexible furnishings (modular, multifunctional and easily movable) will also help. Flexibility should be built into every aspect of the library design, including lighting, HVAC, electrical power, computer data lines, and audio-visual wiring.

Lighting design should be flexible enough to offer good illumination throughout the library regardless of furnishing, shelving or equipment rearrangements. Full height walls should be used only when necessary.

Modularity

The building should be designed on the module principle--interior load bearing walls are not acceptable. The module or bay spacing must be as large as the budget will allow and must take into consideration the standard library shelving module of three feet. Building columns must be as few as possible and certain areas (circulation, lobby and meeting room) require free space. The smallest efficient bay size for a library building is 30' x 30'. Larger spans are more desirable. The layout of the building should use the modified open office plan to allow as much future internal rearrangement as possible. The library must be designed with structural columns integrated into the configuration of shelving, furnishings, and equipment so they do not impede traffic flows. The architect, structural engineer, interior designer, library staff, and library design consultant will work together to maximize bay size efficiency.

Rectangular Space

Flexibility, economy of operation/maintenance and functionality are required. Square or rectangular space is far more efficient than triangular, circular, semi-circular or any type of curved space. For efficiency, a rectangular configuration is generally desirable.

FLOOR LOADS

All areas of all floors that could conceivably house books or AV materials should provide a minimum of 150 lbs. per square foot live load to allow for the placement of shelving. This provides maximum flexibility as the library services change and flow in future years. Floors must be leveled to close tolerance to facilitate shelving interface flexibility.

Areas designated for compact shelving must be designed for a minimum of 300 lb. per sq.ft. live load.

HEATING, VENTILATING & AIR CONDITIONING (HVAC)

The heating, ventilating, and air conditioning (HVAC) system should be designed to provide a temperature consistently between 68 and 76 degrees (72 degree mean) regardless of the exterior weather extremes. The HVAC system must provide adequate ventilation in all areas of the library, but especially in any areas where library patrons and staff will be seated for long periods.

The HVAC system selected should have high efficiency (disposable) filter and humidity control. High velocity systems are not acceptable. Advanced energy conservation systems should be considered. Zoning of the HVAC system is preferred as it provides the cost-effective ability to operate separate zones independently. For example, the public meeting room could be on a separate zone to allow the HVAC to only support this area when the remainder of the library is closed. Multiple zones accommodate varying occupancy levels and times of use.

HVAC systems that are difficult to maintain locally are discouraged. Replacement parts for the system must be available locally. Further, the system should have low costs in terms of maintenance as well as operation, even if the initial installation is more costly.

If possible, the HVAC equipment should be located to isolate the noise, vibration and air movement from general public areas within the library. The location of thermostats must not conflict with wall shelving or other furniture or equipment. Thermostats must be either of locked or shielded type to prevent public adjustment or tampering.

ILLUMINATION

Library lighting requires careful investigation of illumination levels, direct and indirect light, fixture types, glare reduction techniques, the impact of day lighting, prevention of shadowing, quality, maintenance issues, and energy conservation. Regardless, libraries demand the best.

Quality lighting appropriate to the multiple tasks of both patrons and staff is one of the most important and difficult challenges that the library designers will encounter. *The success of the library design falls so heavily on this one criterion that many libraries are considered a success or failure on this point alone.*

Flexibility

The lighting in the library should be designed to be appropriate for the specific tasks identified in the building program and shown on the furniture and equipment plan, but also generally flexible enough to allow for easy rearrangements of furniture and equipment. It must be flexible enough to achieve requested light levels regardless of the arrangement of shelving and/or seating.

Glare

Glare of all forms must be eliminated or at least mitigated to a level that is acceptable. The careful selection, configuration, and placement of the light fixtures and surfaces in the library will help to control glare. Light fixtures should not be oriented so that they reflect from a screen into the viewer's eyes. Lighting throughout the library should meet the "preferred" standards for visual display terminal lighting in the illuminating Engineering Society's "American National Standard Practice for Office Lighting," ANSA/IESNA RP-1-1993 or its most current version. One of the best types of fixtures for helping to control glare is the deep-cell parabolic fixture with semi-specular aluminum louvers.

Quality of Light

The quality of a lighting system in a library is not dependent so much on its quantity as on its quality. See "On the Verge of a Revolution: Current Trends in Library Lighting," by Bradley Waters & Willis Winters (*Library Trends*, Fall 1987, p. 327-349) where quality is defined by:

- a) brightness ratios between the task surface and immediate surroundings as well as background surroundings
- b) direct glare caused by direct light quantity, brightness, and viewing angle
- c) reflected glare caused by the angle, color, and texture of the task surface
- d) the directional characteristics of the light, being either singular in origin or diffuse and multi-directional

The most significant criterion for success is that the public and staff perceive the lighting to be high quality, and that the lighting system allows them to perform the tasks necessary in the library in an environment they consider pleasant and comfortable.

Light Levels

Recommended light levels are specified below; however, the quality and perception of the light is most important. All light levels are expressed as "maintained" levels--light loss due to dust and degradation of the light fixtures and lamps must be included in the calculations.

Application	Lighting Level
Public Reading	40-50 fc average, measured horizontally at desktop, augmented with task lighting in carrels and at tables where appropriate.
Public Service Desks	50-70 fc average, measured horizontally at countertop. It is highly desirable to provide the full 70fc. Lighting should highlight the service desks without glare or heat-causing spotlight fixtures.
Bookstacks	<p>20 fc minimum measured vertically at the height of 12" and 30 fc maximum measured vertically at any height to achieve approx. 5-to-1 maximum-to-minimum ratio across the entire stack face, with 3-to-1 preferred. The light must be dispersed in a manner that eliminates glare and reduces shadows.</p> <p>Full scale mock-ups must be created which take into account not only the light fixture and bookstack, but also ceiling heights, aisle widths, books on the shelves, and the reflectivity of surrounding ceilings, walls, floors, and the bookstacks themselves. A photometric study of the light levels (both horizontal and vertical) in all library bookstacks is highly desirable.</p>
Staff Workstations	50-70 fc average on desks or work tables, measured horizontally at desktop. 70 fc is preferred. Task lighting is perfectly acceptable. A staff workstation is a desktop, a counter, work table or any other horizontal surface on which staff perform library duties. As long as workstation light levels are correct, the surrounding workroom area may have a lower light level.
Small Meeting Rooms	30-50 fc average, measured horizontally at desktop.
Large Meeting Rooms	40-50 fc average with all lights on, and with separately controlled lighting for the podium or "front" of the room. The lighting should be dimmable or switchable to produce approximately 2 fc during AV presentations although the note-taking lighting should not spill onto the projection screen.

Stairs, Lobbies, Halls	20-30 fc measured horizontally at 30' above the floor; higher in lobby or art display areas.
Parking	0.6 fc average and .15 fc minimum, measured horizontally on pavement to achieve a 4-to-1 average-to-minimum ratio with no spill light to adjacent properties. The building exterior, signage and parking must be consistently lit. The staff entry, emergency exits and walkways must be particularly well lit with durable and vandal-resistant fixtures as high off the ground as possible. Low ground lights or bollards are unacceptable. Exterior lighting should be controlled by photocells integrated with the building's lighting control system.

Lighting Type

The lighting scheme should explore a combination of direct, indirect and task lighting, with the emphasis on indirect. Task lights should be designed to disperse light evenly across the work surface, and/or be adjustable.

Fluorescent long lamps should be used extensively in areas of the library where the ceiling height is fairly low (12' or less). Long lamps should typically be T8 lamps with a color rendering index (CRI) of 75, in warm, medium or cool color based on interior finishes and desired aesthetic effect. The appropriate lamp color for each project should be selected based on a mock-up of interior finish samples lit with the three lamp options.

Compact fluorescent lamps are appropriate in some areas such as circulation areas, task lights, down lights, some up lights and small decorative fixtures; if they are used their CRI should match any long lamps being used. Electronic ballast should be used and be quiet and remote. Select the best balance between light output and energy consumption.

Incandescent sources should be used only where no other source can meet needs for precise beam control, small fixture size, easy dimming or historical accuracy, or unless it can be demonstrated that incandescent sources have the lowest lifecycle cost. Table lamps in reading rooms and track lights for art displays are possible locations. Special effect lighting such as incandescent down lights should not be used except with special approval of library staff.

Metal halide or high-pressure sodium lamps should be used for exterior lighting. Metal halide lamps are recommended over high-pressure sodium lamps for superior color rendition. Neon may be used as a method of highlighting areas such as public service desks or display areas.

Lighting Controls

All lights both in and on the exterior of the library should be on a programmable timer system that is flexible and can be manually overridden. There should be a master control station in a staff work area, and additional control stations will be needed at service desks or workrooms if there is more than one floor. These light control switches and panels should be conveniently accessible to staff, but not the public. Carrel lights, table lamps, and other task lights should be fed from circuits controlled by the lighting control system.

Circuit breakers and light switch panels should have permanent labels identifying the light circuit for each switch or breaker. Light switches in public areas should be kept at a minimum (only in meeting rooms, study rooms, preview rooms, etc.). All of these light controls should be conveniently located and some, particularly in the meeting and training rooms, will need to be controlled by a rheostat so that the lights are dimmable. Occupancy sensors should be used where cost-effective and practical in order to reduce energy consumption in areas that are not in continuous use, such as storage rooms, work rooms, or meeting rooms.

Exterior lighting should be controlled by photocells interfaced with the lighting control system. The lighting system should be set up so that there are light switches conveniently located to allow staff to leave and enter the library building. The switching panel must allow variable light volume in each major area by using multiple switches.

Night-lights that stay on all of the time should be strategically located around the library based on code and a review by the library staff. Night-lights should not be placed in the meeting room or other rooms that will need to be darkened for programs during evening hours. Night and emergency lighting systems should be separate from general lighting patterns, switched separately and allow for safe staff egress.

Emergency and Exit Lighting

An emergency lighting system must be incorporated into the lighting plan. Emergency lighting powered by rechargeable batteries must be installed in both public and staff areas. The exit and emergency warning system should include lights for the deaf. Emergency lighting should last at least one hour and direct staff and patrons to the exit(s). There must be a means of testing the emergency lighting without triggering security or fire alarms.

Maintenance and Security

Task lighting fixtures must be highly durable with housing that is unbreakable and unbendable. They must have a virtually indestructible lamp that is protected from removal or damage, a design resistant to disassembly or theft and a hidden power source.

Only "specification-grade" fixtures should be used in the library to maximize fixture life and ease of maintenance. Lamps and ballasts should be able to be replaced easily by one person and without the use of special equipment or high ladders. It is also important to make certain that there is adequate clearance between light fixtures and the tops of bookstacks, for example, so that lamps can be replaced without difficulty. Replacement lamps and fixtures should be able to be purchased locally or with minimal time delay should they need to be ordered. The number of different lamp types should be minimized to simplify maintenance and lamp stocking.

Review of Lighting Plans at Design Development

During design development, lighting plans must be carefully matched to the furnishings and equipment layout plan. The plans should show all ceiling and wall mounted fixtures as well as any task light fixtures to be used and overlay this on the furnishing and equipment plan. Each type of fixture should be identified and a catalog cut sheet with picture and specifications provided to the library planning team.

INTERIORS

An interior designer should be part of planning systems, such as lighting, power and data delivery, floor, wall and ceiling finishes, etc. To accomplish this, the interior designer should be selected and approved by the library *prior to design development*.

Appearance

A successful public library design requires the bridging of extremes: Permanence and security struggling with contemporary movement and marketing; traditional books, woods, and high ceilings housing a plethora of wires and computers; toddlers and teens running by older patrons. Achieving a graceful balance between extremes is the task and challenge of the interior design.

Computers and wiring must be seamlessly integrated into the library's furnishings. The blending of the two into a classic design that will last is required. Trendy colors that will look dated soon are not acceptable.

The interiors sample board with the finishes in proportions similar to those in the actual space should be examined by the planning team under the type of lighting that is being specified. The interior designer must create a finish schedule that delineates the finish materials for each floor, wall, and ceiling in each room of the library. All materials, finishes and colors must be reviewed by the library representatives and approved before the building is bid.

Interior Furniture and Equipment (*See also Furnishings and Equipment*)

The following interior design services must be included in the library project:

- A complete layout of all furniture and equipment specified in the building program.
- Samples of all colors, textures, fabrics, floor and wall coverings, hardware for doors and windows, interior signage, and other interior finishes.
- Selection and placement of art, possibly with a public art committee.
- With the lighting engineer/consultant, selection and placement of task and special lighting.
- Overseeing casework design, including all drawings, specifications and bid packages related to the interiors contract, including providing a budget estimate prior to bidding, supervising the bid opening, and making decisions when vendors submit products that they deem to be "equal" to those specified.
- Accepting deliveries of furniture and equipment; equitably resolving any problems.
- Certifying to the library that the final installation meets the requirements in the previously approved furniture and equipment bid documents.

Shelving Design (*See also Shelving and Shelving Formulas and Requirements*)

End panels, kick plates, and canopy tops are required for library bookstacks to give the bookstacks a more "finished" look. Painted-metal, fabric, or wood end panels create a finished and aesthetically pleasing environment in stack areas. Slat-wall covered end panels in some areas with high visibility provide wonderful display opportunities. Shelving and end panel colors must harmonize with the colors and shades of carpet, walls, and furniture. Colored plastic laminates on tables, carrels, and public service desks will make this a challenge.

Seating

Shelving and reader seats should be intermingled in a logical, convenient fashion so that readers never have to go far to find a seat. Seating arrangements require accepting the psychological realities of people's self-placement. Many seek a certain amount of isolation and most resist sitting with their backs to traffic flow.

Estimating seats must take into account impediments that may impinge on seating arrangements, such as columns, walls, aisles, doors, service desks, etc. The architect must estimate seating capacity for a given area by laying it out on floor plan that is drawn to scale and takes into account the realities of the actual space and its adjacencies.

There must be appropriate seating for the disabled and senior citizens should be able to get in and out of seating easily. Tables and carrels that will likely support electronics should be configured so that windows do not reflect in the VDT screens (right angle to the windows is usually best). All tables and carrels must have access to power and telecommunications outlets.

Lounge chairs with arms are preferred to sofas or loveseats for efficiency, as some patrons will not use a sofa when another individual is there. The exception is in the children's area where a parent may wish to read to their child. Lounge seating should be modular or heavy enough to discourage casual rearrangement by patrons. Lounge seating may have coffee tables which should have durable finishes that will withstand abuse.

Furniture and Equipment layout

After an early conceptual plan has been approved, a satisfactory detailed furnishings and equipment layout is required. *It is imperative that every aspect of the furnishings and equipment layout is completed by schematic design completion, before the project progresses into design development.* This layout will be used throughout plan development by comparing it against lighting, power and telecommunications outlet overlays as well as other major building systems.

LANDSCAPING

Low water use native plants should be used in landscaping and evergreens are preferred. Shrubs should be of a low-growing variety so as not to provide cover for potential vandals. Ground cover should consist of plant species or organic materials and not rock, stone or gravel that can be used against the library's windows.

If the plan involves plantings, an underground sprinkler system with timer controls should be installed. Drip systems near the building may be best. There also must be vandal proof hose bibs (controlled access only) on each side of the building to allow for additional watering of plants as well as for building cleaning and maintenance.

MAINTENANCE

Minimizing maintenance, both inside and outside, is of primary concern and must be one of the major considerations when selecting all building materials, finishes and mechanical systems as well as the furnishings and equipment. It is the library's preference to begin with top-quality materials and finishes in order to minimize future maintenance costs.

It is absolutely essential that the building design accommodate the need for durability and ease of maintenance in the selection of building materials and finishes. In general, frequent painting, polishing, waxing or the necessity to treat any surface should be avoided if possible. Consideration must be given to procedure needed for the cleaning (inside and out) of all windows in the building as well as the changing of lamps in light fixtures.

“As-Built” Drawings, Project Specifications, and Maintenance Manual

"As-Built" clear copy drawings should be required from contractor. A Computer Assisted Design (CAD) file should be supplied in addition. The construction documents should also require that two copies of maintenance instruction manuals for all of the major building systems be provided and stored as the "As-Built" drawings with one set at Central Library Maintenance office. Architects should also provide electronic copies on cd of the project specs at completion of the project.

Surplus Materials Stock

The construction documents should also require materials suppliers to provide added stock of all materials such as acoustical tiles, wall coverings, carpet, vinyl, quarry and ceramic tile, etc., so these materials can be matched for repair or replacements.

Building Staff Space

A secure storage room for all building supplies and equipment must be provided.

MATERIALS & FINISHES

Building materials will determine the style, atmosphere and maintenance requirements of the library. Quality and durability are key as the library will likely be in existence for 40 to 50 years. An anti-graffiti covering for the exterior, when appropriate, should be considered.

Floor Coverings

Library floor coverings should be attractive, durable and reduce sound transmission as much as possible. In addition, all floor surfaces should be slip and trip resistant.

High-quality carpet tiles are recommended for the majority of the library building. Roll goods can be effectively used in lower-use areas such as in the bookstacks or on stair runs where tiles are not practical. Under-carpet pads are not recommended due to rolling booktrucks. As part of the initial carpet purchase, 5% additional in carpet squares are required for replacement storage. A high-grade commercial carpet constructed with a low, narrow loop that may be expected to last at least fifteen years with regular cleaning is required. Carpet must be anti-static (e.g., generates less than 1KV).

Hard-surface coverings such as quarry tile or brick pavers are acceptable only in particularly high traffic areas such as the lobby and circulation area. Restrooms should have ceramic tile, storage and kitchenette spaces need a good quality vinyl (or equivalent). Building services and the book return rooms should have hardened concrete. Generally wood is not acceptable except as an accent in low-traffic areas.

Wall coverings

Wall coverings must be appropriate to their area and resist both normal wear and vandalism. Wall coverings in most public areas should be vinyl, sisal or equivalent. Some high-profile areas, such as the lobby, should have durable masonry, granite, marble, or attractive wall coverings.

Ceilings

While ceilings should be acoustically absorptive and light reflective, they must be easy to maintain and replace. Acoustical tile is preferred for most areas of the library. Other highly decorative acoustic ceiling finishes (metal, wood, etc.) are acceptable when used appropriately.

Furnishings and Equipment (*See also Interior Furniture and Equipment*)

The basic millwork design selected should provide compatible finishes, details and surfaces for the normal supply cabinets, work counters, doors, etc., but also for special equipment items such as the circulation counter, the reference desk and any free-standing display cases.

Library-quality equipment is required. Finishes for the furniture and equipment should be attractive, of high quality, easy to maintain, utilitarian, and extremely resistant to defacement. Wood is a very attractive choice for furnishings, but should be used sparingly in bookshelves (only in special-purpose display areas or as end panels) and not at all on tabletops that will need constant refinishing. High-pressure plastic laminates are required for table tops. Table and carrel tops should be glare free (and therefore not highly polished). A light color with a flat or matte finish is usually preferred.

Seating must be comfortable, attractive, and inviting, but also sturdy and low-maintenance. Lounge furniture must be library-quality. Standard color stock fabric upholstery is preferred, with a design that allows easy removal for cleaning, repair or replacement. Staff preference is for no upholstery save in lounge furniture. Leather is not acceptable. Custom millwork for service desks and counters is acceptable if cost effective and well detailed.

Public Service desk countertops must be highly durable. Materials such as marble, granite, Corian or Colorlith meet the requirements of durability as well as high aesthetic value.

NON-ASSIGNABLE SPACE

Non-assignable space in this program includes stairways, elevators, escalators, dedicated corridors, walkways and queuing lines, public lobbies and vestibules, public and staff rest rooms, custodial closets, duct shafts, pipe and conduit, mechanical rooms, electrical and wiring closets, interior and exterior wall thickness, and exterior amenities which are part of the building but not enclosed, such as canopies, covered walkways, etc. The following is a brief discussion of some of the more significant aspects of non-assignable space.

Building Cleaning Staff Space

The entrance to each custodial closet should be located to avoid disturbing public or staff. A location near restrooms would assist in incident clean-up efficiency. Area should have hot and cold water, floor sink and floor drain. A sink is also acceptable.

Restrooms

Because of their prominent location, adequate ventilation and acoustical treatment is essential. If at all possible, the entrances to all public restrooms should be supervisable from a staff public service desk.

In order to help deter vandalism, restrooms should be well lit and floor and wall finishes should be light colored and constructed of highly durable glazed ceramic tile with a dark color of grout to help prevent graffiti. The ceiling of the restrooms should be constructed from water resistant sheet rock with a chemical resistant latex paint. All fixtures must be as vandal proof as possible. Stalls should be stainless steel or equivalent. Faucets should be self-regulating with automatic shut-offs. Electric hand dryers must be virtually indestructible and have a large capacity.

Floor drains are required in every restroom, including staff restrooms. All fixtures, commodes, sinks, stalls, etc., should be wall and/or ceiling hung to make cleaning easier and more sanitary. Adequate counter space should be present and diaper-changing facilities and a parcel/purse shelf at least 8" deep must be present in each restroom. During the design, care should be taken to make certain that the alignment of mirrors and commodes do not create embarrassing views through the entrance to the restroom. Toilet stalls should contain hooks and drop down shelves.

OPERATING COSTS

The new building will have a major impact on the library's ongoing operating budget. The possible implications of design decisions on operating costs must be addressed continuously throughout the development of the design documents.

The building must assist the library in maintaining low operating costs. This will require facilitating public self-service through signage, organization, layout and design; efficiency in staff utilization; security within the library for users, staff, collections, and the building; and energy-efficiency while still accommodating to vastly different lighting needs (from the senior citizen with decreasing vision to non-glare computer screens).

A major issue in facility planning for staff in public libraries is that of making the best use possible of the existing staff and avoiding having to add additional staff whenever possible. This is particularly relevant when looking at buildings that require additional service desks due to the number and size of the floors or blocked site lines.

PARKING

Entrances and exits to the library's public parking should be clearly identified, providing access off major thoroughfares as well as side streets if possible. Access to the library's main entrance from the parking must be as convenient as possible. Along with adequate public parking, there should be adequate staff parking provided.

POWER AND DATA NETWORKS

Large book collections will survive for the foreseeable future, but they will have to share building space with new information technologies that claim a growing portion of scarce space. The library must integrate computers into the very fabric of the patron's library experience.

Furniture

Furniture must allow easy access above or at the work surface to power and to library and external networks, at fast and abundant levels even with future networks. Both the library's permanent computers and patrons' laptop computers should be supported at all potential locations. There must be no exposed cabling on the floor or hanging from furniture. The backs of terminals and PCs must be concealed and protection should be designed for all the connections.

The data and power interface between the building's wire management system and that of each piece of furniture must be easy to use, difficult to damage, and not under foot where patrons and staff alike will be sitting. The connectivity type, data wall conditions, and location of power/data jacks will need to be determined before bidding the furniture itself.

Computer workstations for the public should be spacious, as private as possible, comfortable, and within the sight lines of a public service desk. The workstations should be 36" wide and 24" deep for standard PCs and terminals. The design of the workstations and the building should reflect the fact that providing access to networked information is one of the library's primary services.

Every potential workstation--every lounge, table, desk, counter, carrel, or other seat as well as stand-up stations--must have access to an adequate number of power and data network outlets with internal wire management.

Wire Management Systems

No point in any public or staff area is to be farther than five feet from a potential data and power connection (outlet). This criteria does not mean that the power and data lines to support all of these potential future outlets must be present at the opening of the library, but simply that the system has been designed so that the lines and outlets can be added in the future in as cost effective a manner as possible. In all cases, conduit must be sized for at least Category 6 universal twisted pair copper with Multi-Mode fiber-optic septums in all cases.

Every workstation, whether occupied by patron, public service or support staff, will require access to the library's telecommunications network as well as a power supply outlet. This connection must be as invisible to the user as possible. Wire management systems in the building and the furniture must allow the library's electronic services to be user-friendly, flexible, adaptable, secure, and ADA compliant.

The building must have wiring closets for electrical panels and separate closets for communications panels. The closets must be sized to house security, power, coaxial cable, and cable TV wiring, as well as any internal or emergency wiring. They must also house any hubs and connectors. In no case shall these closets be in the same space as the custodial closet. The maximum desirable distance from the communication panel to any appliance is 200 cable feet, so the closets must be centrally located.

Cellular duct may be integrated into a slab. Metal raceways and cable trays are probably the best. If precast floor slabs are used, they must contain wire cells while ceiling hung raceways carry wires in a direction perpendicular to the in-slab channels. Conduit housing fiber-optic cable and electric wires, must be expandable, making ample use of junction floor slabs, through conduit in poured slabs, or through a system of raceways is preferable to the expensive flat cable that requires expensive carpet tiles and is limited by the range of data cable.

Data Network

The library's data network requirements are extensive and will require standardized jacks, cabling support systems, and a managed network that can inform the system administrator what segment of the wiring topology is bad, or alarm if a wire is cut. The wiring must be color-coded, tamper-resistant, easily accessible by the staff, but not accessible to the public. The data network must be easy to maintain at a minimal cost. The architect and electrical engineer will need to consult extensively with the library's computer professionals and vendors and an independent consultant who specializes in data communications systems design will need to review and comment on the plans at the design development and working drawings stage.

The library will require at a minimum a fiber-optic backbone which must reach to reference desks, children's desks, circulation counter, OPAC cluster, etc. from the central computer source. Coaxial or Category 6 copper twisted-pair cable from each hub to the desktop is required with bandwidth sufficient to accommodate multimedia, and multiple connections for users' portable computers. All parts of the library's data network infrastructure should be designed to support fiber optics as much as possible.

Network access, which requires that the computer be connected by means of an adapter, must be built into the study spaces, carrels, tables, etc. The adapter connects to the parallel port of the patron's own computer and thus provides access. The library may provide networked printing capacity for all workstations (including staff) in the future. Networking technology and an extensive communications grid allow printers to be located in convenient spots throughout the building.

Telephones

PBX technology is used to support building telephone service. (See also 25.2)

In order to efficiently handle the increase volume of calls (both live and digital) to the new library, additional phone lines may be needed. The exact number of these lines will need to be determined by the library administration before completion of working drawings. A telecommunications consultant should be consulted during the design development phase of plans development.

The number and placement of handsets will need to be outlined by the library staff during design development.

Telephone access may be provided in the conference and meeting rooms.

Audio-Visual Systems

Each meeting or training room should have the ability to provide computer screen image projection, slide projection, video monitor display via AV cart with equipment, and cable TV reception.

There should be a zoned public address system in the library so that the staff can make announcements to the public. The PA system must be able to be heard in every part of the library including rest rooms, storage rooms, loading docks, custodial work spaces, and staff offices. Origination points for the PA system should be any staff telephone.

Electrical Power

Power to the library should be delivered underground. There should be weather and vandal proof power outlets strategically placed around the building's perimeter, with several on each side of public and staff entrances.

The library must accommodate the power requirements of the HVAC, library lighting, photocopiers, microform reader/printers, fax machines, task lights, AV equipment, laser scanners, microcomputers, security system sensors, alarms, and the data network. All outlets into which computers are likely to be plugged must be grounded and connected to an UPS in the event of a power failure. There should also be an isolation transformer as part of the system to prevent power spikes. Each piece of electronic equipment requires approximately 5 amps.

Just as with the data communications network, the library's electric power grid must deliver service to every study space and workstation (public and staff) in the building. The connections must be concealed but accessible to staff. Power outlets for portable computers must be visible at each workstation, carrel, table, and study room.

Power outlets that may be located in floor are to be flush mounted and capped (tombstones/floor monuments are not acceptable) or on walls or columns. The power supply must also be flexible both in terms of location as well as connection type. Floor outlets need to be located precisely to match the furnishings and equipment plan. Power outlets must be placed generously on columns and walls.

Review of Power, Data, and Telephones at Design/Development

During design development, a plan should be developed by the electrical engineer in consultation with the staff and ADA, telephone and library design consultants, which shows all power, data and telephone outlets. The plan should be subsequently printed over the final furnishings and equipment plan. The plan should identify how each outlet is being supported.

Once the power and telecommunications plans are approved by the library, the architect and electrical engineer, in coordination with the interior designer, should provide a dimensioned plan showing the exact location of each outlet so that the electrical contractor may precisely place these outlets in a manner that ensures that they are coordinated with the final furniture and equipment layout.

PUBLIC SERVICE COUNTERS AND DESKS

Effective circulation around public service counters is one of the most critical aspects of a successful library design. The design of the counter must foster a positive, pleasant experience for the public and staff alike. In addition to obvious and adequately sized aisles leading to and past public service desks, there must be room for lines.

Insufficient queuing space adjacent to public service points such as the circulation counter, children's and reference desks will create traffic problems and patron hostility. Queuing areas must be sufficiently large to accommodate the lines generated during peak load periods without extending the lines into other service areas, exit corridors or traffic lines.

The most critical queuing area surrounds the circulation counter (36" ht.). This area may accommodate hundreds of patrons an hour. Special care will need to be taken during the design to

make certain the entrance to the queue is self-evident and out of the way of others who only need to pass by.

Libraries are increasingly responding to repetitive strain injuries and carpal tunnel syndrome, so circulation and various service desks, along with other workstations, must be designed according to ergonomic principles. A physiotherapist skilled in work place ergonomics should be consulted when designing millwork and selected furniture. Staff seating should also be ergonomically designed, easy to adjust and easy to move on carpet.

SECURITY

Collection Security

A book theft detection system is required with security gates just inside the entrance between the lobby and circulation desk. Library users must not leave with library materials except through the security system. This includes the fire exits except in an emergency. During the design process, the architect will need to obtain security system design and power requirements from the vendor.

Building and Equipment Security

An overall security alarm system should be employed to detect unauthorized entry and movement within the building when it is closed. Any unauthorized entry into the building must be prohibited or at least quickly detected. Access to roofs, upper windows, and ledges should not be possible through climbing trees, rain gutters, fences, etc. Ground level windows, doors, air vents, and other potential points of entry must have sufficient protection with an electronic detection system that can detect any break-in attempt or broken windows.

Access to the library should be controlled by a programmed security card system. The security system should be designed so that after-hours access to the public meeting room complex is possible without allowing access to the rest of the library or triggering an alarm.

Smoke and heat detection devices must be used throughout. A zoned sprinkler system with heads that are activated individually by heat and have an automated shut down capability after the fire has been extinguished are recommended. The fire detection system should be wired directly to the nearest fire station. When designing and implementing security systems, fire codes must be followed rigorously and linked systems tested thoroughly to expose programming errors.

Staff and Public Safety

The library should be designed with the safety of the public and staff in mind. Safety glass, non-skid materials both inside and outside on walkways, and rounded corners are a few of the precautions necessary in a heavily used public building.

Emergency lighting to direct patrons in leaving the library is required.

Along with adequate lighting around the perimeter of the building and in the parking entrance/exit to discourage vandalism or theft attempts, special care should be taken in the development of any exterior landscape plan so as not to provide places where individuals can hide.

Fire extinguisher locations must be coordinated with furniture and equipment locations.

Visual Supervision

There should be no secluded areas. All public areas should be open to visual scanning from public desks or public traffic ways. Patrons should not be able to gain access undetected to non-public areas.

SELF-ORIENTATION

While staff service desks should be strategically located to help the public, the first-time user should be able to enter the building and easily locate what he is looking for without asking.

Self-orientation is critical to the efficient operation of the library. The more time the staff spends answering directional questions, the less time they have to assist patrons with the library's information searching tools. Similarly, the less time patrons spend walking around the building trying to find something, the more productive their trip to the library will be, and the more likely they will be to return and use the facility frequently. This is why it is imperative that the library planning team work closely together to create a building with an interior space layout that is logical, well organized and easy to use.

In order to successfully layout the furniture and equipment, designers must view the building from the point of view of the library patrons and staff. For example, when a patron completes a catalog search, what do they see when they look up from the computer terminal? Do they have a clear directional indicator to the various collections they wish to visit, or is the destination of their "next step" hidden from view? The major collections should be easily recognizable and logically arranged so that books and materials can be found without having to ask for assistance. When not assisting patrons out on the floor, the library staff will spend much of their time at the public service desks. Are the major areas of that they are responsible for supervising visible from the service desks, and are they easily accessible so patrons may be assisted quickly when having difficulty?

A computer 3D walkthrough of the proposed design should be reviewed by library staff to determine its probable success

SHELVING (SEE ALSO SHELVING DESIGN AND SHELVING FORMULAS AND REQUIREMENTS)

Specifications

Shelving should be steel-cantilever or bracket-type, with a minimum of 16-gauge uprights and 18-gauge shelves. There should be a unitary construction of legs and uprights and the bolting required for end panels and top plates should be minimal. Epoxy powder finish is preferred over enamel coatings.

Shelves selected should be from a standard manufacturer and available in a range of colors. Shelving should have sturdy leveling glides with enough extension to cope with imperfections in the concrete slab. It is the library's preference to use shelving compatible with existing shelving in order to reduce replacement costs.

Shelves should have a bookstop lip on the backside to keep books from being pushed back and dropping down between the shelves. The building design must also accommodate display shelving for popular materials. Bookstore type display shelving may be used for the browsing and AV

collections. These units allow the shelf, particularly the bottom shelf, to be tilted up so that the collections on display are more visible. This issue should be explored during schematic plans development.

Specifications for library shelving must include: minimum gauges of metal; dimensions of all component parts; type of construction; color and finish of shelving, uprights, and end-panels; responsibility of the vendor for checking of shipments, installation, and expected delivery date; and length of time which quoted prices are to remain valid.

Size and Spacing

The standard library steel bookshelf is three feet. The length of bookstack ranges should be typically between 12 and 24 ft. (4 and 8 bookstack units) with the optimal being 15 ft. in length or five units. Browsing and children's collections require shorter ranges. Bookstack ranges will be slightly longer than the rule-of-thumb 3' increment because of the end panel (1" on each end).

Shelves should be 9" deep which, with uprights and end panels, will provide an approximate 22" base width. Oversize art books and some reference books (45" units) require a 24" base width. To accommodate these widths, bookstacks should typically be placed 5-1/2 feet on-center.

In addition to the regular aisles, large bookstack ranges require transverse aisles perpendicular to the regular aisles and provide access into them. These aisles must be wider to accommodate more traffic. These transverse aisles should be at least 44" wide, but preferably 48 to 60".

Layout

Author and/or call number sequencing is required--collections must be arranged in a logical and easy to understand sequence so that patrons can find the materials they are looking for themselves. Adequate signage identifying the collection by name as well as showing patrons which part of the collection is shelved in each aisle is also necessary.

Generally freestanding double-faced units are required. Wall units are acceptable if they run parallel to the stack ranges, but are usually awkward if they run perpendicular to the ranges. Angled or radial shelving should not be used. Bookstacks should be arranged so aisle space is visible during normal use for security and customer service purposes.

The grouping of shelving ranges should allow for seating of either a formal or informal nature between blocks of ranges to allow easy access to a chair or table and also to relieve the visual effect of too many shelving ranges massed together.

SIGNAGE

Building Identification

The library building should be clearly identified to the passerby and located on the site to optimize visibility of the building. The building should have great "curb appeal." There should be an illuminated exterior sign identifying the library that is integrated with the design scheme.

Interior Signage

Signs should be sized and placed so patrons can easily find and read them without pausing *at the moment they need the information*. Some signs may need to be double sided or even three sided so that they can be viewed from all directions. Minimum directional letter size is to be 2" in height.

Signage must be coordinated with all aspects of the layout of furniture and equipment as well as the building's ceiling heights, lighting system, finishes and color scheme. Signage approximately 9-10 feet high off the floor seems to be most visible and vandal proof. If a sign must be placed in a shadowed area, provide additional light. Where needed, modify signs to avoid glare from light fixtures. Universal symbols should be used as well as contrasting letters and background.

Sign terminology should be as clear and concise as possible and avoid using library jargon. Letters should be simple, standard, and attractive. The signage system should be visually appealing, high contrast, bright, bold, artistic, durable, and flexible. Dark lettering on light background is desired. Libraries are frequently moving furniture and collections around as services are added and changed. Signage should be able to be modified easily and inexpensively by the library and maintenance staff.

A building with too many signs will simply clutter the visual environment and the signage will be less effective than a few well-placed, highly visible, and attractive signs.

Building Directories

There should be a building directory in the circulation or entrance lobby and on each floor. The directory should be apparent immediately upon entering the library; however, the placement of the unit must not impede the flow of patrons in and out of the library.

Directional and identification signs will need to be visible from the circulation lobby so that patrons can find an area on the directory, look up and see the location sign for the area desired, and subsequently proceed to that area.

Signage Design Timing

While the signage system should be under discussion during schematic plans, a signage program cannot be completed until the furnishings and equipment plan is final. It is best to complete the signage program near the end of design development, but most certainly prior to the completion of contract documents. Any signage schedule should indicate the size, type, and terminology of all signs.

SITE LAYOUT

Drive-up Passenger Pick-up and Drop-Off

A convenient, safe, and sheltered drop-off area in front of the main entrance should be clearly identifiable but not conflict with the flow of traffic. Several vandal-resistant benches are needed.

Walkways and Sidewalks

All walkways and sidewalks must have a slip-resistant surface, be easy to maintain and slightly pitched for drainage. Slopes must be gentle. Walkways and other exteriors should discourage skateboarders.

The distance from parked cars to library entrance should be kept minimal as many patrons are carrying heavy and awkward loads. Any crosswalks need to be positioned with the safety of children in mind, and pedestrian walkways should not cross the path of delivery vehicles.

STAFF EFFICIENCY

Since staff salaries represent the largest item in almost every Library's annual operating budget, the simplicity of the building's design will contribute to economical staffing patterns. Unseen public areas often require additional staff. Service desks should be placed in centralized locations so that staff can easily serve patrons, and assist one another during peak periods of activity. Non-public areas should be grouped where feasible, and placed so that they are accessible to staff working in the public areas. This planning approach suggests a relatively open plan.

WINDOWS

The introduction of ambient (indirect) natural light can provide the best environment for reading. Any views that are potentially available of nearby vistas should be exploited. Windows are also "publicity agents" on the street side of the building, showing off the books and activities of the library to the passerby--particularly at night. Shelving, work counters, and other furniture and equipment should not conflict with the windows and create unsightly views from outside.

All staff offices and workspaces should have natural light.

Direct sunlight should not be allowed to fall directly on library materials, furnishings, equipment, or the users. While it is perfectly acceptable to have daylight reflect off walls that are high up in the library, or even fall on lobby floors where patrons will be passing through only briefly, direct light must be controlled in all other areas of the building. VDT screens should not face windows, so that the reflections of the windows are visible on the glass surface of the screen to the viewer.

Standard window sizes that will be easy to acquire in the future should be selected.

Most of the large view windows in the library will need to be fixed, but some windows in both public and staff areas will need to be operable for those times of power or mechanical failure. If windows are operable, a key lock system that is under the control of the staff is essential. The style and location of operable windows must be approved.

SHELVING FORMULAS AND REQUIREMENTS

The shelving recommended in this building program is a mix of standard library shelving at 90", 84", 66", and 45" heights, 66" slanted display shelving and children's book bins. All shelving needs are calculated in single face sections although in most libraries the layout will incorporate double faced shelving.

- Specifications - A shelving allowance should be part of the construction budget, but bid as a separate contract to ensure better owner control over quality. It is recommended that the library system develop its own specifications for library shelving based on high quality industry products. Coordination of the delivery and installation should be the responsibility of the general contractor.

- Arrangement - The layout of the collection should be easily comprehended by the users; it must allow a logical numerical and alphabetical sequence of materials. End panels with slot wall paneling provide a good surface for signage and display.
- Aisles - Main aisles should be 5 feet, side aisles should be at least 3 feet (state standards for handicapped access should be checked to determine if wider aisles are required). 42" aisles are preferred.
- Shelving Heights - All general adult and young adult shelving shall be no more than 84" with some 66" and 45" shelving. Children's shelving will be 45" and 66" in height.
- Shelf Widths - The majority of the shelves will be 8" wide with 10" shelves for the reference collections and 12" for current periodicals.
- Ranges - Shelving ranges composed of three-foot sections should never exceed 18' in length with 15' considered to be ideal. Spacing of shelving ranges should be at least 5' on center with 5'6" preferred.
- Special Features - Some shelves will require special features such as hinged slanted shelves for current periodicals and slotted shelves for easy books.
- The library desires to standardize shelving specifications as much as possible.

SEATING AND WORKSTATION INFORMATION STANDARDS

Typical space standards used throughout the space program include the following allowance, which include internal circulation required to access the space component.

Seating

- Adult and Young Adult Table Seating = 30 square feet per seat
- Two Person Study Carrel = 55 square feet
- Two Person Study Room = 60 square feet
- Six Person Study Room = 250 square feet
- Adult and Young Adult Lounge = 50 square feet
- Youth Table Seating = 25 square feet per seat
- Two Place Parent-Child Lounge Chair = 60 square feet

Computer Workstations

- Circulation/Reference Service Desks = 150 square feet per station
- Workroom Workstations
 - Basic = 60 square feet
 - Screened = 80 square feet
 - Public Single Person Workstations including Printer = 40 square feet
 - Public Two Person Workstations including Printer = 55 square feet

Community Library Office = 125 square feet

- Work Table = 100 square feet

- Counters = 5 square foot per lineal counter foot

Meeting Rooms = 20 square feet per person seated at the tables, minimum 140 square feet.

PROGRAM CHANGES

The building program is the combined effort of the library consultant, library staff, Building Committee, Library Board and the public. It provides the statement of what is needed and desired in the new Main Library. However, while many aspects of the program are critical and therefore "non-negotiable," there are other aspects that can be changed. The architect and engineers should always ask for clarification and guidance as to what areas may and may not be modified before proceeding to do so during design. Program changes in the allocation and arrangement of space are anticipated during the architectural design phase of this project. Suggestions and recommendations from the architect and engineers to improve this building program are requested.

CIRCULATION

Space allocation standards included in the program for open shelving, seating areas, circulation desk, and unit equipment generally include sufficient space for access and internal circulation. Spaces that consist of offices, small enclosed rooms, and workstations may require additional area to accommodate required internal circulation which has been added as a space component in these larger areas.

EXPANSION

The program reflects space requirements to support a collection growth rate of 50% over the current size. Space will be provided to support this 20 year growth. Beyond 2020, the City population growth rate will slow somewhat and technology will further reduce the need to increase hard copy volumes. An allowance for additional growth of 30% of the initial, year 2020, program should be provided by means of building expansion or "shelling out" expansion space that can be used by other public functions on an interim basis.

III. SPATIAL RELATIONSHIPS (SEE ALSO APPENDIX A)

ADJACENCY RELATIONSHIPS

Please refer to the attached adjacency diagrams. The follow discussion of adjacency relationships is correlated to the attached diagrams.

The new San Diego Public Library Main Library is a nine floor building. Initially, two of the floors (floors six and seven) will be unoccupied by the library and used as lease space to generate revenue. When the library requires additional space to house materials and services, expansion will take place on the two floors. It is estimated that the leased floors will not be required for approximately 20 years.

The adjacencies in a multi-story building are more complex than in a one or two story library. The intent of the design of the building is to locate the “most used” library activities on the lower floors, and use the upper floors for library users who require in depth use of the library. An example of this is having a “branch library” or popular library on the first floor of the building. Downtown residents, workers or visitors will be able to enter the library and quickly find all the popular materials (videos, best-sellers, CDs) they need on the first floor. They can use the library at lunch or after work and will not be required to spend a great deal of time in the building.

FLOOR ASSIGNMENTS

The assignment of space in the nine-level, new Main Library to the 28 significant library organizational components is based on:

- Maintaining current, appropriate functional relationships between a number of those components.
- Locating components that can share support spaces, and staff resources on the same floor.
- Providing the programmed 70,000 net square feet of expansion space between spaces initially assigned to library functions that are anticipated to enjoy future growth.
- Locating special use spaces (Auditorium, Reading Room, Exhibit Gallery, and Special Events) where their use by the public will not compromise security when the Main Library collections space may be closed.
- Locating the most popularly used collections by patrons on the lowest levels of the building to allow convenient access by escalators.

These criteria result in locating the Auditorium, Library Store, Circulation Services, meeting rooms, Youth Services, the Popular Library, Teen Center, Social Sciences/ Business, and I CAN! Center on the first two levels.

The next highest public use sections are Science, Magazines and Newspapers and Literature/Languages/Fiction, which are located on the next lowest levels, floors three and four.

The components with the lowest volume of users include Special Collections, Art/Music, and READ/San Diego. They are allocated space on the uppermost levels, floors eight and nine.

The Technology and Internet centers and History/Biography are assigned to the middle floors, levels, floors four and five.

A few of the space components are essentially non-public access such as Serra Research, Information Technology and Library System offices. These spaces are located on upper levels in locations that are more remote from the patron access points (elevators and escalators). Table 1 diagrams the floor assignments of all spaces to support requirements through 2020.

SPECIFIC SPACE/LOCATIONAL ASSIGNMENTS

A number of components have very specific floor assignments related to their function. For example:

- The Library Store is located on the first floor where it is visible to all users as they enter and exit the building and so it can be accessed from the public entrance plaza before passing through the main entry lobby security provisions.
- The Auditorium may be used during hours when the library is not open to the public and for special programs requiring controlled access. For these reasons it is located adjacent to the public plaza and outdoor reading area and can be accessed without entering secured library space.
- The Building Services/Delivery space must be accessed by service vehicles and adjacent to Circulation Services thus requiring a first floor, street side location.
- The Reading Room may be used by any library patron and is available for focused special events and private functions, and may be used in conjunction with the Special Events Room, which is placed at the top of the building to avail itself to outdoor terraces, enjoy the premier view of the San Diego skyline and bay, and to allow controllable access and containment of visitors outside of the Main Library collection spaces.
- The Internet Center, Computer Training, and Technology Demonstration spaces should be collocated so they may share the technology information and the raised access floor system to provide great flexibility to adjust space allocations to respond to changing technology applications.

TYPICAL ADJACENCIES ON EACH FLOOR

Within each floor there are a number of adjacent relationships that are common to all collections and are based on principles of user convenience, establishment of consistent spatial relationships to orient users, provision of visual supervision of access points and high volume user access from an information desk, which is located on each floor. Typical adjacencies within each floor include:

- The Information Desk is the focal point of each floor. It is always staffed and provides the source of direction and service for all patrons entering the floor by elevators or escalators. It must be located very close to the access points and in the same location of each floor. It must also have direct visual control of the study rooms, copy center, visitor restrooms, and the collections reference area.
- Study Rooms for between two and six users are available on most floors. Their use is controlled by the library staff at the Information Desk. The rooms must be located in the same general orientation to the Information Desk and elevators on each floor.
- The Copy Center and/or Word Processing Center (if provided) must have visual access control from the Information Desk.
- The public restrooms must be located in a vertical stack on each floor adjacent to other core elements to afford construction cost economies. Their entrance should be visible from the Information Desk.

- The staff workroom associated with each collection supports between five to 12 staff and is secured from the public areas. The workroom receives and processes library collections transported throughout the building from the service elevator, which is adjacent to the circulation workroom and the receiving dock on the first floor. This space contains staff-only restrooms and should be convenient to the Information Desk to facilitate staff interface and to move the collection volumes.
- Reference material is a high user volume component within each collection and requires immediate adjacency to the Information Desk as library staff will direct and supervise users in that area before they gravitate to the larger collections and the study tables, carrels, and computer terminals that are provided.
- Compact shelving is provided on all floors from levels two through eight. This secured area must be adjacent to both the service elevator and the staff workroom as the staff members regularly work in the compact shelving area. It must be vertically stacked on each floor to afford construction cost economies.
- Seating areas including computer terminals, individual study carrels, lounge seating, and reading tables shall be provided in small clusters, dispersed through the collection shelving in similar locations on each floor in areas that can be as observable as possible from the Information Desk.

1ST FLOOR

- The first floor will include areas within the library as well as an outside courtyard containing a coffee bar, auditorium, and bookstore.

Vertical Transportation

- An escalator linking the first three floors of the library (areas that will attract the most use) and a bank of three elevators will link library users with all public floors of the library.
- An elevator linking the entry of the library with the two floors of parking below is located outside the entry to the library.
- Staff and service elevators will provide vertical transportation for staff and materials.

Exterior Court and Outdoor Reading Areas

- People will have access to the auditorium without having to enter the secured areas of the library. This will allow civic, cultural, entertainment, and educational programs to be held without having to enter the secured library building.
- A coffee bar will provide light snacks to people who are using the library as well as people who may be in the vicinity.
- The patio area will allow outside use of materials that have passed through library security.
- The bookstore will allow entry from the outside patio. It will also be accessible from inside the library.

Entrance, Lobby, & Circulation Desk

Library users entering the building will pass through a security area and enter into the lobby of the building.

Security & Entry

The public will enter through a controlled gate area into the lobby. A theft detection system will prevent materials that are not checked out from leaving the building and a guard station will be able to provide assistance to those users who require help.

Lobby

The public entrance and lobby is the focal point and primary access to all parts of the library building. Located here are information kiosks and material displays to provide information to the public and merchandise the library. It should easily identify where a library user may go to get help, return or check out a book, or find vertical transportation to other areas in the library.

Circulation Desk

The circulation service/public service desk should be immediately apparent to people entering the building. It should be off to the side so as not to interfere with the traffic flow, and needs to be adjacent to the circulation work room. Check in, check out, and reserves are handled at the desk, and it should be one of the first service points that customers see when they enter the building. The desk also provides information for customers trying to find areas in the library.

Staff work areas

- The staff workroom should be close to the circulation work room.
- A staff restroom should be provided close to the workroom and the staff elevator.
- The receiving dock should be adjacent to the circulation workroom and close to the staff workroom.
- Building service maintenance must be located adjacent to the receiving dock.

I CAN! Center

The I CAN! Center, the library's service to people with disabilities is easily located close to the lobby. The Center will be easily accessible by people in wheelchairs or people with vision disabilities.

Popular Library Collection

This is a "branch library" within the library and should be adjacent to the lobby and main first floor circulation areas.

Youth Services Library

The youth services library is located at the rear of the first floor, but needs to be accessible and visible from the lobby.

2ND FLOOR

This floor contains two major public service areas: the Teen Center/Teen Homework Center and Social Science and Business Center.

Teen Center and Homework Center

Based on focus groups held by the library, teens require their own separate area of the library. The library wants to provide a separate area, but also wants the area to be acoustically protected and observable by staff inside the teen area as well as other library staff on the first and second floor.

The Teen Center entrance and its Homework Center must be directly adjacent to the elevators and escalators yet somewhat isolated from other public areas to create a separate “teen identity” and to accommodate staff supervision and afford an increased level of acoustical control.

Social Science and Business Section

Public Areas

Public areas are similar on most of the floors that house the sections of the library.

- An Information Desk is viewable by the public upon entering the second floor. Patrons with informational questions will proceed directly to the desk.
- Adjacent to the Information Desk is the reference collection. This allows the reference staff to use the collection to answer patron questions. This desk is approximately in the same place on each of the subject section floors.
- A public service area containing bathrooms, copy machines, supply vending machines, etc. is in the same core area of the building on each floor.
- The social science and business collections are adjacent to the desk and may be accessed by staff and public.

Staff Areas

- A staff workroom is located on each floor allowing staff to work on collection development and other behind the scenes activities during those times when they are not at the desk.
- A staff restroom is close to the workroom and to the staff elevator.
- Compact shelving to hold documents, periodicals, and monographs that are needed to fulfill the reference and research role of the main library are in a core area of the building and housed on compact shelving on reinforced floors.

3RD FLOOR – SCIENCE SECTION AND MAGAZINES & NEWSPAPERS, GOVERNMENT DOCUMENTS & PATENTS

Science Section Public Areas

Public areas are similar on most of the floors that house the sections of the library.

- An Information Desk is viewable by the public upon entering the third floor. Patrons with informational questions will proceed directly to the desk.
- Adjacent to the Information Desk is the reference collection. This allows the reference staff to use the collection to answer patron questions. This desk is approximately in the same place on each of the subject section floors. On the third floor it is closer to the middle of the floor to serve all the different functions adequately.
- A public service area containing bathrooms, copy machines, supply vending machines, etc. is in the same core area of the building on each floor.
- The science collection is adjacent to the desk and may be accessed by staff and public.

Magazine and Newspapers

Both current and backfile newspapers and magazines are housed on the floor and are close to the Information Desk. Magazines and newspapers have a very high level of utilization and should be

located near the termination of the escalators. The backfiles are access controlled and can be remotely located while still adjacent to the magazine and newspaper reading areas.

Government Documents

Government documents has the largest portion of utilization of compact shelving and should be adjacent to the staff work room that services the compact shelving. It has a relatively lower level of utilization than other collections on the third floor.

Patent Collection

The patent collection is accessible by the public and close to the Information Desk.

Staff Areas

- A staff workroom is located on each floor allowing staff to work on collection development and other behind-the-scenes activities during those times when they are not at the desk.
- A staff restroom is close to the workroom and to the staff elevator.
- Compact shelving to hold documents, periodicals, and monographs that are needed to fulfill the reference and research role of the Main Library are in a core area of the building and housed on compact shelving on reinforced floors.

4TH FLOOR - LITERATURE, LANGUAGES AND FICTION SECTION

Literature, Languages and Fiction Public Areas

Public areas are similar on most of the floors that house the sections of the library.

- An Information Desk is viewable by the public upon entering the fourth floor. Patrons with informational questions can proceed directly to the desk.
- Adjacent to the Information Desk is the reference collection. This allows the reference staff to use the collection to answer patron questions. This desk is approximately in the same place on each of the subject section floors.
- A public service area containing bathrooms, copy machines, supply vending machines, etc. is in the same core area of the building on each floor.
- Literature, Languages and Fiction collections are adjacent to the desk and may be accessed by staff and public.

Staff Areas

- A staff workroom is located on each floor allowing staff to work on collection development and other behind the scenes activities during those times when they are not at the desk.
- Compact shelving to hold documents, periodicals, and monographs that are needed to fulfill the reference and research role of the main library are in a core area of the building and housed on compact shelving on reinforced floors.
- A staff restroom is close to the workroom and to the staff elevator.
- A staff break room is on this floor to provide a place for staff to relax and enjoy refreshments. It is close to the staff elevators.

Technology Area

A section of the floor is designed to house major technology activities of the library. The technology area contains a cellular floor for easy rewiring of equipment in the future. While the area may be observed from the information desk (glass walls will permit observation), there will be staff assigned to work in the rooms in this area.

- A computer training class room for holding formal training in electronic resources.
- An Internet center allowing public to access the Internet.
- Space for information technology staff to aid the public and service the equipment.
- A Technology Demonstration Center that provides local and national information companies an opportunity to showcase the latest in technology. This area will be staffed by representatives of the technology companies and may generate revenue for the library.
- The Technology Demonstration Center may be used by groups of users requiring direct access from the elevators. It and the Computer Training and Internet centers must be contiguous to each other as they share technology systems and a common raised access floor system.
- Information Technology is a private office area that needs direct access to the Computer Training and Internet centers.

5TH FLOOR – HISTORY AND BIOGRAPHY AND LIBRARY SYSTEM OFFICES

History and Biography Public Areas

Public areas are similar on most of the floors that house the sections of the library.

- An Information Desk is viewable by the public upon entering the fifth floor. Patrons with informational questions will proceed directly to the desk.
- Adjacent to the Information Desk is the reference collection. This allows the reference staff to use the collection to answer patron questions. This desk is approximately in the same place on each of the subject section floors.
- A public service area containing bathrooms, copy machines, supply vending machines, etc. is in the same core area of the building on each floor.
- History and biography collections are adjacent to the desk and may be accessed by staff and public.

Staff Areas

- A staff workroom is located on each floor allowing staff to work on collection development and other behind-the-scenes activities during those times when they are not at the desk.
- Compact shelving to hold documents, periodicals, and monographs that are needed to fulfill the reference and research role of the Main Library are in a core area of the building and housed on compact shelving on reinforced floors.
- A staff restroom is close to the workroom and to the staff elevator.
- A staff break room is on this floor to provide a place for staff to relax and enjoy refreshments. It is close to the staff elevators.

Library System Offices

Offices for the library system are located on this floor. Access for the public is available from the floor into a reception area and into the library board room. The rest of the office area is not directly accessible to the public. The public may gain access by entering into the reception area. Staff areas include:

- Library Management
- Main Library Administration
- Branch Administration
- Support Services
- Fiscal Services
- Break Room

6TH -7TH FLOORS - LIBRARY FUTURE EXPANSION FLOORS

These two floors will provide approximately 70,000 square feet of future expansion space when the library requires it. The floors will be designed to accommodate future library use through their modular design, provision for power and data, and general flexibility. Expansion into these floors is expected in approximately 20 years based on projected collection growth and estimated public use.

Converting this space into library use will be relatively easy and economical in the future. All of the systems will be built into the space, and conversion into library space will essentially be a “tenant improvement.”

At this time no plan has been devised as to how the expansion will take place. Library planners 20 years ago probably would not have been able to forecast the impact that the Internet, computers, literacy programs, service to people with disabilities and the many other services that make up the modern public library have made to library service today. Forecasting the services that the public library will provide in 20 years would be hubris for any library planner.

What is critical is having the space available and designed so that it may meet whatever programs that the library will need to provide in the future. The public library has always responded to the needs and wants of its customers and publics, and this expansion space is an investment that will extend the life and usefulness of the building.

8TH FLOOR - ART & MUSIC

Art & Music Public Areas

Public areas are similar on most of the floors that house the sections of the library

- An Information Desk is viewable by the public upon entering the eighth floor. Patrons with informational questions will proceed directly to the desk.
- Adjacent to the Information Desk is the reference collection. This allows the reference staff to use the collection to answer patron questions. This desk is approximately in the same place on each of the subject section floors.
- A public service area containing bathrooms, copy machines, supply vending machines, etc. is in the same core area of the building on each floor.

- The Art & Music collections are adjacent to the desk and may be accessed by staff and public.

Staff Areas

- A staff workroom is located on each floor allowing staff to work on collection development and other behind the scenes activities during those times when they are not at the desk.
- A staff restroom is close to the workroom and to the staff elevator.
- Compact shelving to hold documents, periodicals, and monographs that are needed to fulfill the reference and research role of the Main Library are in a core area of the building and housed on compact shelving on reinforced floors

Reading Room

While a portion of the reading room may function as space for Art & Music, the room itself is planned to be the jewel of the library. In a two story glass enclosure, covered by a sun-screening protective dome, users will be able to read, think, and enjoy panoramic views of San Diego and the bay. In all public meetings, the desire for a “grand reading space” was echoed again and again. This space will provide it, and the reading room along with the dome, will be regarded as the “signature” for the library. The room will be the West Coast’s answer to the great reading room in New York’s 42nd Street Library.

READ/San Diego

This area housing the library’s literacy program should be close to the vertical transportation, but does not require direct supervision from the reference desk. Many of the learners appreciate anonymity and want only to deal with the staff that will be house in READ/San Diego.

Serra Research Center

This space will function as the headquarters for the Serra Cooperative Library System. It is a staff office and research area and will not directly relate to any other activities on the floor.

9TH FLOOR - SPECIAL EVENTS AND SPECIAL COLLECTIONS

This floor at the top of the library is the choicest location in the building and belongs entirely to the public. It will provide spectacular views of the city, the bay, and the new Padres ballpark. It will draw people not only to use the special and unique collections of the library, but also invite non-traditional users of the library into the building for special programs and events.

Special Events

The special events activities will be a place for the public to meet for civic, educational, cultural, and recreational activities. All of the rooms that make up this area are located close to the public elevators and allow circulation throughout the spaces. Visitors require direct access to special events, the Exhibit Gallery, and the Special Collections reception area without movement through any intervening space.

Special Events Room

This room will be used for a variety of meetings and activities. The flat floor, movable furniture, and electronic capabilities will draw people to the facility for library and other meetings. The room is close to the public elevators, outdoor assembly, and support functions.

Outdoor Assembly

Will allow people to spill out of the gallery and Special Events Room or just gather in conversation. It is close to both the gallery and Special Events Room.

Exhibit Gallery

This room will contain constantly changing exhibits of art, and needs to be close to the public and staff elevators.

Support Functions

- Public restrooms will service the Special Events Room and Gallery.
- A kitchen will provide warming and cooling facilities for light food service to the outdoor assembly area and/or Special Events Room.
- Both these rooms must be located close to the outdoor area and Special Events Room.

Special Collections

This area houses the rare and special collections of the library and must be secure and safe for both users and materials. It is located at the top of the building and accessible by public elevators.

Special Collections is comprised of three separate controlled access spaces: San Diego Heritage Room, Wangenheim Room, and Genealogy. These areas require controlled access supervision from the reception area, which doubles as the Information Desk.

Special Collections Reception

This will be a service desk that acts as a gate keeper to the special collections. It should be close to the public elevators and easily viewed by public exiting from the elevators.

San Diego Heritage Room

This room needs to be adjacent or close to the reception desk. Because materials have disappeared from this room, it should allow control and observation of material use.

Wangenheim Room

This room, housing materials on the history of books and printing, needs to be adjacent or close to the reception desk. Security of the collection is required, and staffing will be by a staff member or docent.

Genealogy Room

This room needs to be close to the reception desk.

Staff Areas

- A staff workroom is located on each floor allowing staff to work on collection development and other behind the scenes activities during those times when they are not at the desk.
- Compact shelving to hold documents, periodicals, and monographs that are needed to fulfill the reference and research role of the Main Library are in a core area of the building and housed on compact shelving on reinforced floors.
- A staff restroom is close to the workroom and to the staff elevator.

ADJACENCY DIAGRAMS

IV. SUMMARY OF FACILITY SPACE REQUIREMENTS

To calculate the amount of space that will be required in the new Main Library, planners worked with the following units of analysis:

- *Floors:* What will be located on each floor, and how much space will be required on each floor?
- *Collections:* Which collections will go on each floor, and how much space will the projected size of each collection require in the new facility?
- *Seating and Equipment.* How many and what kinds of seats will be required for patrons (readers) to accommodate projected numbers of people using the Library? What equipment will be needed in the Library, where will it go, and how much space will it require?
- *Staff Work Space:* What space must be accorded Library staff, where will it be, and how much is required?
- *Public Space:* How much and what kind of space will be allocated for public use, and where will that space be located?

Two summary tables are provided in this section of the Program. The first table provides a portrait of each floor in the building, by indicating which major function will be housed on each floor, and the net assigned square feet calculated for each floor. The second table contains an overview of the projected size of each collection by 2020.

These summary tables should be prefaced with the observation that the new facility is to have nine floors, with the Library initially occupying Floors 1-5 and 8-9. Floors 6 and 7 will be leased out to a compatible public organization or agency until such time as those floors are needed to support Library expansion.

Table 1. Recommended Floor Locations and Net Assigned Square Feet of Major Library Functions

FLOOR	FUNCTIONS	SQUARE FEET
First	Visitor Kiosks Library Store Auditorium/Meeting Rooms Circulation Services Youth Services ICAN Center Popular Library Building Services/Delivery	40,623
Second	Social Science/Business Teen Center Copy Center	28,249
Third	Science Magazines & Newspapers Copy Center Government Documents Patents & Trademarks	37,776
Fourth	Literature/Language/Fiction Internet Center Computer Training Technology Demonstration Center Information Technology Staff Staff Breakroom	36,083
Fifth	History/Biography Library System Offices	31,641
Eighth	Art/Music READ/San Diego Serra Research Center Reading Room Copy Center Word Processing Center	29,753
Ninth	Special Collections Exhibit Gallery Special Events Room	22,765
	TOTAL ASSIGNED SPACE	226,890

Table 2: Projected Collection Size, 2020

COLLECTION	PRINTED VOLUMES	NON-PRINT	CASES	TOTAL VOLUMES
Adult/Young Adult				
Art/Music	150,000	22,000		172,000
Literature/Language/Fiction	398,000		1	398,001
Science	175,000		25	175,025
Social Science/Business	169,000		10	162,010
History/Biography	206,800		1	206,801
Children				
Youth	68,900	5,100		74,100
Teen	4,000			4,000
Combined				
ICAN!	540	5,900		6,440
Special Collections	48,000			48,000
Popular Library	53,000	26,600		
READ/San Diego	5,500			
Subtotals	1,220,240	59,600	37	1,246,377
Magazines/Newspapers (1)	90,000			90,000
Government Documents (2)	1,700,000			1,700,000
TOTALS	3,010,240	59,600	37	3,036,377

- (1) Each volume represents a month, six months or one year of the publication. There Are approximately 1 million documents in the collection.
- (2) These documents currently occupy a total of 2,306 shelving units and are anticipated To remain relatively constant in future years.

V. SPACE DESCRIPTIONS (SEE ALSO APPENDIX A)

Listed and described in this section of the application are the specific space requirements for seating, shelving, collections, staff facilities, and service equipment needs of the new Main Library. Space descriptions are organized by floors in the Library. A statement regarding the function of various areas is given along with specific furniture and equipment requirements and the space allocations necessary to accommodate the recommendations. In cases of staff work areas, certain standards are applied uniformly and uniform requirements are provided to aid the architects in their design. Item space needs are given in exact square footage while area totals are rounded to the nearest tenth. Generally, collection growth has been calculated at 2.5% per year for a period of 25 years.

The public service and function areas described below are those areas of the building open to the public in their use of library services and resources. These areas should be considered a primary space. Their arrangement and design should encourage easy access to materials and service. Due to anticipated changing needs and service patterns, the space should be as open as possible and divisions should generally be achieved by use of furniture and shelving, not by walls or partitions. In those areas referred to as rooms, partitions can be used, but they must not be load bearing. Specific staff work areas and rooms described in this section relate directly to public service functions and should therefore also be considered as primary spaces.

As stated earlier, two floors of the building are to be leased initially for non-library use. This will provide for significant library expansion in the future.

Obviously, the Main Library will contain many kinds of shelving to house the multifaceted collection. Some general guidelines for this shelving should be noted:

- *General Book Shelving:* Essentially on all floors the overwhelming majority of the collection of this library is available on shelves open and easily accessible to the public. It is important that minimum design considerations be set forth to enable the collection to be housed in such a manner as to provide logical and easy access to the collection and to avoid a warehouse look. For this purpose the criteria listed below are strongly recommended in all public collection areas.
- *Aisles:* Main aisles should be 60"; side aisles are recommended at 40" to 44" (state standards for handicapped access should be checked to determine current requirements).
- *Shelving Height:* All general adult shelves shall be no more than 90" in height. Children's shelving will vary from 45" to 66" in height. In certain areas such as new books display, video bookstore-type display shelving is specified in the program.
- *Ranges:* Shelving ranges composed of three foot sections should never if possible exceed 18' in length with 15' considered to be ideal. Spacing of shelving ranges should be at least 5' on center with 5'6" spacing preferred.
- *Arrangement:* To avoid inconvenience and confusion to the user, the ranges should follow a logical location pattern to enable a systematic shelving of the collection and a logical numerical and alphabetical sequence of material. Grouping of ranges should allow for seating of either a formal or informal nature between blocks of ranges to allow a reader easy access to a chair or table and also to relieve the visual effect of too many shelving ranges massed together.

- *Compact Shelving:* Compact Shelving units should be distributed in the same location on all floors 2 through 8 with convenient access to service areas and the staff workroom. Storage of volumes from one collection may be stored on any floor in the compact stacks.

All shelving sections are calculated at single face although the majority in use will be double faced. These shelving criteria above apply to all areas of the library building unless otherwise noted.

SAN DIEGO NEW MAIN LIBRARY SPACE ALLOCATION SUMMARY

Building Floor / Component	Net Square Feet	
	Assigned	Available
First Floor		
Public, Information, Lobby, Conference	5,120	
Auditorium	4,100	
Library Store & Coffee Bar	2,000	
Circulation/Customer Services	3,376	
Popular Library	7,912	
Youth Services	10,243	
I CAN! Center	2,791	
Staff Workroom and Restroom	2,231	
Building Services	2,950	
Total First Floor	40,723	41,697
Second Floor		
Social Science & Business	19,242	
Study Rooms	720	
Copy Center	495	
Word Processing Center	300	
Staff Workroom and Restroom	2,458	
Compact Shelving	504	
Teen Center and Homework Center	4,530	
Total Second Floor	28,249	31,913
Third Floor		
Science	17,023	
Study Rooms	640	
Magazines and Newspapers	7,464	
Copy Center	525	
Government Documents	6,175	
Patents and Trademarks	630	
Staff Workroom and Restroom	2,442	
Compact Shelving	2,877	
Total Third Floor	37,776	37,844
Fourth Floor		
Literature, Language, Fiction	19,170	
Study Rooms	640	
Copy Center	310	
Internet Center, Computer Training	2,320	
Technology Demonstration Center	3,000	
Information Technology Staff	1,300	
Staff Workroom and Restroom	2,131	
Staff Breakroom and Restroom	2,018	
Compact Shelving	5,194	
Total Fourth Floor	36,083	39,178

Building Floor / Component	Net Square Feet	
	Assigned	Available
Fifth Floor		
History, Biography	15,261	
Study Rooms	640	
Copy Center	310	
Staff Workroom and Restroom	1,423	
Compact Shelving	1,692	
Library System Offices	12,315	
Total Fifth Floor	31,641	34,009
Sixth Floor		
Expansion Space	33,274	33,274
Total Sixth Floor	33,274	33,274
Seventh Floor		
Expansion Space	33,376	33,376
Total Seventh Floor	33,376	33,376
Eighth Floor		
Art and Music	17,280	
Study Rooms	520	
Copy Center	290	
Word Processing Center	225	
Serra Research	1,662	
READ/San Diego	3,892	
Reading Room	2,000	
Staff Workroom and Restroom	1,820	
Compact Shelving	2,064	
Total Eighth Floor	29,753	32,988
Ninth Floor		
Exhibit Gallery and Storage	3,500	
Special Events Room	4,000	
Support	1,200	
Special Collections	12,065	
Compact Shelving	2,000	
Total Ninth Floor	22,765	23,821
Building Total	286,471	308,100

1.00 FIRST FLOOR FUNCTIONS

	PUBLIC SUPPORT SPACES	NET SQ FT
1.10	Entrance/Vestibule	500
1.11	Lobby/Gallery (<i>see also Appendix A, page 19</i>)	3,400
1.12	Library Store (<i>see also Appendix A, page 15</i>)	1,000
1.13	Coffee Bar	1,000
1.14	Auditorium (<i>see also Appendix A, page 1</i>)	4,100
1.15	Conference Rooms (2) (<i>see also Appendix A, page 5</i>)	720
1.16	Serving Pantry	350
1.17	Visitor/Information Kiosks (2)	150
1.20	Circulation/Customer Service	3,376
1.30	Popular Library (<i>see also Appendix A, pages 8 & 9</i>)	7,912
1.38	Youth Services (<i>see also Appendix A, pages 8 & 9</i>)	10,243
1.40	I CAN! Center (<i>see also Appendix A, pages 8 & 9</i>)	2,791
1.50	General Staff Workroom (<i>see also Appendix A, page 26</i>)	2,131
1.60	Building Services (<i>see also Appendix A, page 2</i>)	2,950
1.70	Staff Restrooms (<i>see also Appendix A, page 25</i>)	100
1.80	Public Restrooms/Janitor's Closet/Freight Elevator (<i>see also Appendix A, pages 12, 20</i>)	
First Floor Net Assigned Square Feet		40,723

1.60	Building Services - Defined	NET SQ FT
1.61	Shipping/Receiving	600
1.62	Loading Dock	800
1.63	Storage & Supply	1,240
1.64	Security	230
1.65	Building Manager	80

1.10 Entrance/Vestibule - 500 Sq.Ft.

Only one entrance to the controlled public service areas of the library should be provided. Additional public entrances create control problems or require additional staff. However, emergency exits will be required according to local building code. *The entrance and lobby area for the auditorium, meetings rooms and Gallery is discussed separately.* The vestibule is meant only to help identify the entrance and should be modest in scale.

The main building entrance(s), at ground level, should be placed as near as possible at the focal point of the majority of pedestrian arrival at the building whether from public sidewalk, bikeway or parking area. Within restrictions which may be imposed by the site and traffic access, a drop off and drive-up parking lane for buses should be provided as near--but not blocking--the entrance as possible. Capacity for a minimum of two school buses is required.

Provision for a minimum of five handicapped parking spaces should also be provided as near the library entrance as possible.

A vestibule should provide:

1. Bench or benches
2. Information Building Directory
3. Public Telephones (minimum of four)--at two heights
4. Hours of Service Sign
5. Access to Auditorium, Lobby and Gallery, Meeting Rooms, Coffee Bar, and Library Store
6. Electric Eye Traffic Counter at Library Door
7. Display Case
8. Security System (inside/outside door)
9. Automatic Sliding Doors or Push Button Handicapped Entrance.

The lobby should include enough area *outside* of library circulation system for gathering of school groups and tours. Provision for community bulletin board or kiosk is necessary.

1.11 Lobby/Gallery - 3,400 Sq.Ft.

The auditorium and the meeting rooms should be entered from a public lobby and Exhibit Gallery. This lobby should also provide access to the public rest rooms and access into the library circulation control area. Direct access to the outside during the hours when the library is closed is also required. This may pose special problems in design due to the many functions related to the lobby and entrance area but easy user access along with library security must both be accomplished.

The Gallery will contain rotating exhibits. Design features and needs must be resolved at architectural design stage. Some portions of the gallery may need security.

1.12 Library Store - 1,000 Sq.Ft.

A secure area with two divisions. One area is a museum type open sale area, and the other a non-public sorting area screened off by means of free standing shelving or panels.

1.13 Coffee Bar - 1,000 Sq.Ft.

Small sit-down area with serving area that can be secured. A franchised operation with no preparation facilities. Seat 35-40 informally at small tables. Provision for trash storage is necessary.

Meeting and Conference Rooms

The auditorium and first floor meeting room complex should be located in the building so that it can be entered from the library entrance when the library is closed. Rest rooms should be adjacent or available to the meeting rooms. Coat facilities should be inside of each room. The components of the first floor meeting room complex include:

1.14 Auditorium - 4,100 Sq.Ft.

Seating space for 350 persons with sloped floor and stage. The ceiling height must be sufficient to allow ease of viewing video projection, films, slides, etc., and not restrict viewing area.

The room must include many special electrical connections. Located on the stage should be microphone input jacks, remote control jack for slides, remote control for projector on/off switch, override light control switch, wall surround stereophonic speakers, video monitors, either one at each side or one large drop down central video screen. Microphone and data jacks should be located at four locations within the room.

For remote learning classes and lectures, the room must contain not only receiving video and audio equipment, but video/audio output equipment to allow two-way activity.

The auditorium should have direct access to a 100 square foot storage room.

Piano storage is also required.

A small 50 square foot sound/video control room for video, slide and film projection should be located at the rear of the auditorium with direct access to the room and also with direct access to a lobby or hall so that the room can be entered without disturbing a meeting or film showing.

The control room should house dimmer/rheostat light switches for the auditorium (with an on/off override at both the front of the auditorium and at the entrance). There should be a small wall mounted monitor speaker in the projection room to check sound levels in the auditorium. There should be a dimmer light switch to control light level in the projection room itself. An equipment counter will provide amplifiers and projection switches and controls.

1.15 Separate Conference Rooms - 720 Sq.Ft.

Two separate conference rooms should be provided, preferably square in shape, to accommodate ganged square tables as a part of the meeting room complex. One room should provide for a minimum of 12 persons, and another room should provide for 24 persons at combinations of 42" square tables. One wall should contain a display/chalk board and display rails and tackable surface should be provided on at least two walls. The rooms should be entered off the lobby serving the auditorium.

Within the rooms should be a sound speaker and a video monitor, each zoned from a separate jack at the amplifier and switcher in the control room. To allow two-way communication for remote

learning, the rooms should also contain a television camera and audio connection to camera. Additional equipment is detailed below.

1.16 Serving Pantry - 350 Sq.Ft.

A small serving pantry for hot/cold cart storage. Will not be used for food preparation but will need counters and double sinks, cabinets, trash container, etc. Will be used for catered events. At time of design, City must be contacted for specific equipment needs.

1.17 Visitors' Kiosks - 150 Sq.Ft.

The library anticipates a large number of visits from persons visiting the San Diego area. Two visitor or tourist-type electronic kiosk guides are desired to provide area information without requiring staff intervention. The kiosks will contain electronic screen and computer with a special designed local area program and the kiosk cabinet should contain compartments and racks for give-away City information pamphlets. Kiosk stands should also contain two library catalog terminals.

1.20 Circulation/Customer Services - 3,376 Sq.Ft.

The public circulation area is often the busiest, and noisiest, service point in the library. Here patrons check out all materials, pay fines, and pick up reserved items.

The various functions of circulation are not always well understood by library users, so these desks need to be designed with furniture, lighting, and bilingual signage so areas are clearly defined and marked, and patrons should be able to easily determine what the waiting line pattern is. The waiting lines should be placed so they do not hamper the flow of people coming to and going from the library. This area should not be intimidating to approach, and patrons should have some privacy as they transact their business. Provide casual (bench) seating in area.

1.21 Public Service Desk - 1,460 Sq.Ft.

- A. Circulation Desk - Returns, Fines, and Fees: (Two stations with terminal and printer.) These stations should be oriented to those entering the building, but accessible to all. The bulk of the materials should be returned by the patrons into slots that flow directly into the Circulation Workroom. This return station (36" ht.) is for returns with fines or questions, renewals, and problems regarding notices. The station needs room for five book trucks and a cash register. Area should be at least ten feet deep to allow for movement of book trucks, and two small workstations. These stations should allow for handicapped and children's access. At time of design a horizontal conveyor system should be investigated to minimize book lifting and sorting.
- B. Circulation Desk - Check Out: (Three stations with terminals.) Ideally check-out is located to be most accessible to patrons leaving the library. The desk (36" ht.) should be designed so patrons can tell where to get in line. All patrons, including children and the handicapped, check out materials at these stations or at the self-service express stations and this should be taken into design consideration. Patrons will also pick up reserves and books secured through interlibrary loan at this desk, so room behind the desk to accommodate three sections of shelving is required.
- C. Customer Service and Registration Desk: (Two stations with terminal and printer.) This desk is designed so it is the first contact point for users in the library--especially first time users. Staff at this station assist patrons in filling out registration forms, check ID, and issue library cards. They also provide general directional assistance and operate the library's paging system. They will do data entry into the library's computer system

when not dealing with the public. Desk with at least four chairs for patrons would serve the handicapped and children as well. This desk (30" ht.) should be located to directly monitor traffic in and out of the library and the entrance/vestibule area and will share with the Circulation Desk general supervisory control over all the public service areas within the entrance/exit areas.

The desk designs are to be planned with the library staff so that all necessary requirements for terminals, drawers, files, shelves, catalog files and electrical and telephone connections are met. If a standard manufactured unit is not used, the desk should be designed by the architect with the detailing and finish to match other library furnishings and decor. If built in, it may be included in the millwork contract if high quality construction can be guaranteed. If free standing, it should go in the special furnishings contract. The Registration/Reception Desk should be 30" high.

The standard circulation desks are counter height (36"), with each workstation 36" in counter surface with a minimum of 24" wide. A freestanding configuration may be considered. The desk should be designed to minimize steps from one work station to another, and staff should be able to move into public space without walking around a long desk. Photocopy machines, a counter or small table, paper storage and a change-making machine should be located adjacent to the circulation area but within the control of the security system.

- D. Guard Station: A small, semi-enclosed guard station will be required adjacent to the exit area. The station is to have counter, telephone and security monitor.

	SQ.FT.	PROG.QTY.	PROG.SQ.FT.
PUBLIC SERVICE DESK			
Registration/Reception Desk w/terminal & printer and TTY	150	2	300
2 Sections of low shelving: 1 for selected quick reference such as library directory, City-County information, tourist guides, etc.; 1 section for storage of library guides and information materials	12	2	24
Check-Out Stations ea. w/terminals (Extra outlets for plugging in more terminals if necessary)	150	3	450
Self-charge Stations w/terminals	50	2	100
Return Station w/terminal, printer, cash register	150	2	300
Book Truck Storage	12	4	48
Shelving Sections (Reserves)	12	4	48
Copy Machine, Change, Paper	50	2	100
Directory/Vending Machines (paper/pencils)	30	1	30
Guard Station	60	1	60
Total Public Service Desk Area			1,460

1.22 Circulation Workroom - 1,916 Sq.Ft.

This workroom is one of the most important work and service areas of the library and will provide for several important functions. The workroom must be located directly adjacent to the circulation desk. A partially glazed wall (one way glass) to provide a view from workroom to desk area may be desirable. It is recognized that this placement requirement places some restrictions on the architect, but the efficient functioning of these services is essential to the library.

All materials charged out of the library will be returned here for discharge, inspection when necessary, sorting, distribution to branches, and return to the shelves. In addition, all overdues, reserve/request items must be controlled from this area. The supervision of these functions requires an enclosed office to allow privacy not only for personnel matters, but also for dealing with overdues, patron complaints, etc., which can be expected to arise in any active service facility.

The area will contain specific assigned workstations and general multi-purpose workstations. Conveyor sorting system should be investigated for this area at the time of design.

- A. Materials Return and Check-in: The bulk of materials returned by patrons do not need to be handled by desk staff. Ideally patrons will return books by conveyors directly into the Circulation Workroom, near the check-in work stations. Separate returns for books and secure returns for AV materials are required. The AV returns should protect video and fragile CD cases. If the returns use book bins (depressible book trucks) storage for a second set of bins will be needed. However, a conveyor system is recommended.

Exterior book returns will be required. Their location, either curbside or directly into the building should be resolved at the time of schematic design.

All materials are returned to the Circulation Workroom and checked in on the computer system. Check in stations are required, each with a computer terminal with ample room to maneuver book bins and trucks. These work stations need to be close to shelving for reserve books, damaged materials, etc. Sorting table will also be needed. All materials returned at the front desk or via slot into work room must be resensitized for the security system and that work is all done in this workroom.

- B. Sorting for Reshelving: All returned materials must be sorted and held for reshelving until shelving staffs are available. Tables, shelves, and branch distribution bins for sorting should be located in close proximity to the check-in stations.
- C. Database Maintenance: Data entry of patron registration, entering changes of address, handling claimed returns, and other data base work will take place at a work station with a terminal and printer in the workroom and also at the customer registration desk.
- D. Other Work: Review and processing of overdue notices, processing of reserved books, work connected with interlibrary loan, etc. will take place in the Workroom.
- E. Lost and Found: A small area is required to store items found in the library.
- F. Safe: A medium-sized wall safe will be needed in the workroom.

CIRCULATION WORKROOM	SQ.FT.	PROG.QTY.	PROG.SQ.FT.
Office - PO-4	150	1	150
Work Station w/multi-media terminal - OS-2	64	4	256
In Process Sorting			0
Return counters or conveyors	2	100	200
Shelving sections	12	12	144
Sorting tables	50	2	100
Book truck staging	10	40	400
Shared Work Station - OS-2	40	8	320
Supply Cabinets	15	2	30
Book Returns (2), AV Return	18	3	54
Administrative Files	12	2	24
Wall Safe	8	1	8
Counter (8 lineal feet) w/sink	64	1	64
Box lockers and coat rack	1	50	50
Conference Room for 4	100	1	100
TOTAL CIRCULATION WORK AREA			1,916

Separate sorting area from other clerical functions in workroom

1.30 POPULAR LIBRARY - 7,912 Sq. Ft.

Because of the nature of library collection management, customer user patterns, problems of building size and configuration, basic decisions must be made in programming development as to how best divide collections and services when the building size dictates multiple floors. It is recommended that for a variety of organizational reasons and with the intent to make the library as user friendly as possible, that the following collections and services be located on the ground floor of the library. They are so grouped to allow the basic reference, information services, and subject collections to be located logically on other floors.

While the Main Library serves as the resource center for the entire library system, there is a local downtown community of users that can be most easily served by a small, convenient branch-type facility within the Main Library. This service is intended for those whose time constraints (lunch hour) or library information need does not require subject specialist resources.

The first floor of the Main Library will contain an area set aside as a small downtown branch with services and collections similar to a neighborhood branch but with the emphasis on the most current materials. The Popular Library will be more conceptual than defined by physical limits or walls and while it has only a small periodical collection it will contain the major video collections and the main young adult section. This first floor area will also contain the I CAN! Center to provide services to people with disabilities and the large print collection.

The service desk will also serve as the quick information, ready reference desk for the library and should be prominently located at the entrance to this area.

The majority of the library's collection will be on standard shelving units easily accessible to the public. The collection will contain popular non-fiction and fiction and several separate fiction genre such as westerns, mysteries, and science fiction. These may be shelved in separate portions of the general shelving. Individual and grouped seating shall be interspersed with the shelving to avoid a study hall look and to place seating convenient to shelving. Shelving to contain 75% of a 48,000 volume print collection. Duplicate and other titles will be shelved in subject divisions.

Main Floor:

Popular Library

New Book Area
 General Non-fiction and Fiction
 CDs (spoken word)
 Video Cassettes
 Audio Cassettes (spoken word)
 Youth Services
 I CAN! Center

These separate areas will contain their appropriate collections; reading tables and chairs, viewing and listening facilities and appropriate electronic terminals and PCs. These items are detailed in their respective sections below.

General Book Shelving: Essentially on all floors the overwhelming majority of the collection of this library is available on shelves open and easily accessible to the public. It is important that minimum design considerations be set forth to enable the collection to be housed in such a manner as to provide logical and easy access to the collection and to avoid a warehouse look. For this purpose the criteria listed below are strongly recommended in all public collection areas.

Aisles: Main aisles should be 60"; side aisles are recommended at 40" to 44" (state standards for handicapped access should be checked to determine current requirements).

Shelving Height: All general adult shelves shall be no more than 90" in height. Children's shelving will vary from 45" to 66" in height. In certain areas such as new books, display, video bookstore-type display shelving is specified in the program.

Ranges: Shelving ranges composed of three foot sections should never if possible exceed 18' in length with 15' considered to be ideal. Spacing of shelving ranges should be at least 5' on center with 5'6" spacing preferred.

Arrangement: To avoid inconvenience and confusion to the user, the ranges should follow a logical location pattern to enable a systematic shelving of the collection and a logical numerical and alphabetical sequence of material. Grouping of ranges should allow for seating of either a formal or informal nature between blocks of ranges to allow a reader easy access to a chair or table and also to relieve the visual effect of too many shelving ranges massed together.

All shelving sections are calculated at single face although majority in use will be double faced. These shelving criteria above apply to all areas of the library building unless otherwise noted.

POPULAR LIBRARY	SQ.FT.	PROG.QTY.	PROG.SQ.FT.
<u>1.31 Service Desk</u>	300	1	300
3- station w/P.A.C. terminals & printers Ready			
Reference Shelving Sections	12	4	48
Fiction/Non-fiction shelving: 7 shelves high, avg. 150 vols. per section - 75% of a 48,000 volume collection or 36,000 vols.	12	240	2,280
Seating: Mixture of seating distributed within shelving areas:			
Lounge chairs	35	10	350
2-place tables	55	8	440
Catalog terminals w/printers, groups of 6 and 4, distributed in shelving areas	35	10	350
TOTAL PRINT COLLECTION, SEATING, AND DESK			4,368
<u>1.32 Video Collection and Viewing</u>			
Display type shelving for 9,750 videos of a 12,000 item collection	15	52	780
Display type shelving for 3,100 DVD's of a 4,200 item collection	15	20	300
2-place video viewing units	55	8	440
TOTAL VIDEO AREA			1,520
<u>1.33 Audio Tape and Listening</u>			
Audio tape security display carousels for 6,000 of 9,800 tapes	54	6	324
Security display shelving for 1,200 CD's	15	15	225
2-place listening unit	55	2	110
TOTAL AUDIO AREA			659
<u>1.34 Paperback Volumes</u>			
Carousels for 5,000 volumes	36	10	360
TOTAL PAPERBACK AREA			360
<u>1.35 Current Periodicals</u>			
Display shelving for 60 non-circulating periodicals	12	5	60
Seating: Lounge chairs	35	10	380
2-place tables	55	7	385
TOTAL PERIODICAL AREA			795
<u>1.36 New Books</u>			
Display shelving for 900 new books	15	10	150
Bench	30	2	60
TOTAL NEW BOOK AREA			210
TOTAL POPULAR LIBRARY			7,912
City of San Diego-Main Library			68

1.38 Youth Services - 10,243 Sq. Ft.

While the San Diego branch libraries provide a very wide and active range of services to children, the downtown children's room has a branch service function to the immediate neighborhood but has as its major role the training and a "core collection" function for citywide children's services.

All children's services and collections in the Main Library, with the exception of circulation functions, take place in this area. This area should be visually distinctive and child-like in its design. It should have direct access from the Circulation area without having to go through major adult areas. This area should be a separate semi-enclosed area defined by shelving, visual screens or decorative device. At time of design it may be decided that the area will require full enclosure.

This area will have many sub-areas: picture book area, primary grade area, intermediate grade area, audio visual media, service desk, display, rest rooms, workroom, etc.

Most of the furniture and shelving in this area should be scaled to accommodate the younger children. Every attempt should be made to design the area in a small scale, light, imaginative way to provide a child-like feeling of exploration and adventure.

Provide separate children's occupant uni-sex lockable rest rooms with low height fixtures diaper changing counter and disposal container, and easily supervised entrance.

The total open shelf children's print collection will house 56,200 items of a collection of 68,900 (10-50%--depending upon type--is anticipated to be in circulation). Additional volumes and special materials will also be shelved in the Non-Public Compact Collection Storage Room.

Children's seating should be a mixture of two and four place tables for children and adults, several special purpose seating units.

YOUTH SERVICES AREA	SQ.FT.	PROG.QTY.	PROG.SQ.FT.
Main Service Desk - low 30" counter type, double station w/2 terminals w/printers	300	1	300
Computer Terminals w/printers	35	17	595
Network Printers	40	2	80
Photocopy machine w/paper	40	1	40
Standard Reference Items Shelving Sections - mixture of 84" & counter height at 45" - 2,600 volumes	12	28	336
Picture Book Collection - 6,200 volumes of 9,000 volume collection -- Picture Book bins - double Shelving Sections - Fiction & Non-fiction 5 shelf - 60" high (45,000 of 50,000)	40	22	880
Paperback Display Racks (carousels) 5,000 of 7,300	12	300	3,600
Audio Tape Display Spinners - 1,200 of 1,500	12	6	72
Pegboard Toy Display Storage	12	3	36
Book Truck Storage	12	2	24
Video Cassettes - 1,800 of 3,600 - shelving	12	4	48
	15	9	135
SEATING:			
Picture Book Area:			
Tables 25" high x 30" x 60" w/4 stools each	110	3	330
2-place low lounge seating for adult & child or several children	60	2	120
Primary Area:			
Tables 25" high x 30" x 60" w/4 chairs each	110	4	440
Intermediate Area:			
Tables 28" high x 30" x 60" w/4 chairs each	110	12	1320
2-place Audio Station	55	1	55
2-place Video Station	70	4	280
Nursing Room connected w/restrooms Chair - changing counter - Diaper disposal unit	60	1	60
Restrooms - with changing counter and shelves	60	2	120
Parenting Center - lounge seating for 4	40	4	160
Play Area	100	1	100
Periodical Display Shelving (36 titles)	12	4	48
Dictionary/Atlas Stand	40	1	40
Display Kiosk	12	2	24
Storyhour/Class Visits (informal area for 50-60)			
Low counter along one wall, puppet stage	600	1	600
Storeroom for Youth Services - 2 walls deep storage shelves	400	1	400
TOTAL PUBLIC YOUTH SERVICE AREA			10,243

1.40 I CAN! Center - 2,791 Sq.Ft.

The I Can! Center serves people with disabilities by:

- Providing individualized reference and referral service to help people with varying disabilities meet their information needs through differing means of access including specialized equipment and technology.
- Acting as a network source for community agencies, advocacy groups, schools, employers, and people with disabilities through national, state, and local newsletters, meeting and community announcements, consumer product catalogs and resource directories.
- Providing bibliographies, lists of materials, and resources that are of interest and concern to people with disabilities, their families, friends, and service providers.

I CAN! CENTER	SQ.FT.	PROG.QTY.	PROG.SQ.FT.
Patron Work Stations	40	14	560
These work stations will include electric outlets and will be specifically designed to accommodate wheel chairs. <u>Two</u> stations will be equipped with a computer with a catalog of library holdings accessible through synthetic speech and magnified text on the screen. <u>Two</u> stations will be equipped with a reading machine that reads printed material aloud (via earphones) in Spanish or English. <u>Two</u> stations will be equipped with closed circuit video magnifiers (CCTV) that enlarge print up to 60 times. One station will be equipped with a Telephone Device for the Deaf (TDD). <u>One</u> station will be equipped with an IBM PC with a laser jet printer, oversized screen, large print keyboard, magnified text display and talking computer software programs. <u>One</u> station will be equipped with a PC for on-line access to disability networks.			
Shelving Sections			
Reference shelving 45" high	12	6	72
Braille books 60" high	12	5	60
Audio books 60" high	12	24	288
Videocassettes 60" high	12	4	48
Large print collection, 6 shelf high	12	34	408
Subtotal Shelving Sections			876
Equipment Area			
Photocopier w/enlarging capability	50	1	50
Public Access Computer Terminals	35	4	140
Audio-listening unit - 2-place	55	4	220
Video-viewing unit - 2-place	55	2	110
Readers table - 2-place	55	1	55
Subtotal Public Equipment Area			575
Restrooms			
Two unisex handicap restrooms	70	2	140
Work Area (<i>adjacent to service desk</i>)			
PO-5	120	1	120
SS-2	80	2	160

Equipment Storage: *Storage will be required for the specialized equipment related to this service including those listed above as well as earphones, closed captioned decoders, assistive listening devices for use in library meeting rooms, hand held magnifiers, etc.*

I CAN! CENTER	SQ.FT.	PROG.QTY.	PROG.SQ.FT.
Storage Cabinets	15	4	60
Subtotal Work Area			3450
Registration/Reception Desk w/terminal & printer and TTY	150	2	300
TOTAL I CAN! CENTER			2,791

1.50 General Staff Work Room - 2,131 Sq.Ft.

This is a general enclosed staff workroom providing workstations for all first floor public service staff except circulation and I CAN! Center. The area will provide for separate but related functions, miscellaneous shelving, two offices for Popular Library and Children's Services' Supervisors; counter with sink, bulletin board, computer terminal and administrative files. As stated previously, all workstations to be wired for power, data, and telephone.

The workroom should have as direct a convenient access as possible to the public services area, but this space is considered secondary rather than primary space.

FIRST FLOOR GENERAL STAFF WORK ROOM	SQ.FT.	PROG.QTY.	PROG.SQ.FT.
Private Office - PO-5	120	2	240
Screen Work Station (assigned to professional staff) SS-2	80	8	640
Open Work Station (clerical support) OS-1	64	7	448
Counter w/sink (8 l.f.), facsimile machines & mail boxes	48	1	48
Storage Cabinets	15	3	45
Vertical File Cabinets	12	4	48
Shelving Sections (7 shelf)	12	20	240
CD-ROM Server and Jukebox	50	1	50
Volunteer Work Station OS-2	64	3	192
High Speed Printer networked to PCs	40	3	120
Box lockers for 20 w/coat rack	1	20	20
Copy Machine	40	1	40
TOTAL FIRST FLOOR GENERAL STAFF WORK ROOM			2,131

1.60 Building Services - 2,950 Sq.Ft.

All library system-wide services such as supplies, storage for furniture, receiving, etc., will take place in the Support Services Building. The areas programmed here are for Main Library building services and delivery only. System-wide services are programmed in another document.

1.61 Shipping and Receiving - 600 Sq.Ft.

Serves as a mail room and transient storage area. Shipment of new processed library materials from the Support Services Building and materials going to and coming from Main Library collections and branch libraries. Requires direct connection to loading dock.

1.62 Loading Dock - 800 Sq.Ft.

Loading dock at 42" AFF, elevated, to accommodate library delivery vans and other small step vans.

1.63 Storage Rooms - 1,240 Sq.Ft.

Two separate supply rooms directly accessible to freight elevator, one a general supply room for storage of bulk library and office supplies administered via business offices and the other for building, janitorial and maintenance equipment.

EQUIPMENT AND SUPPLY STORAGE	SQ.FT.	PROG.QTY.	PROG.SQ.FT.
Custodial Needs and Storage Area			
Building Supply Storage Shelves			200
Repair Maintenance Area w/work bench			100
Counter (4 l.f.) w/sink			30
Open Storage			300
Work Station OS-2			40
Subtotal Custodial Storage Needs			670
			570
Building Storage Room: Library - Office Supplies			570
Deep Bin Type Shelves along three walls			
Open Floor Space			
Wall Telephone			
Work Table w/chair			
TOTAL EQUIPMENT AND SUPPLY STORAGE			1,240

1.64 Security Office - 230 Sq.Ft.

To provide for the security within the building monitor cameras will be needed throughout the building. A desk for the security officer to monitor the cameras will be needed. Also needed is a lockable holding area for the keeping of problem person(s) while awaiting police. A security desk is also programmed for the circulation area.

SECURITY	SQ.FT.	PROG.QTY.	PROG.SQ.FT.
Security Office PO-4	150	1	150
Desk & desk chair			
Side chairs (3)			
Back layout table w/monitors			
Vertical file			
Holding Room	80	1	80
TOTAL SECURITY			230

BUILDING MANAGER	SQ.FT.	PROG.QTY.	PROG.SQ.FT.
<u>1.65 Building Manager's Office-Type F</u>	80	1	80
TOTAL BUILDING MANAGER			80

OTHER	SQ.FT.	PROG.QTY.	PROG.SQ.FT.
-------	--------	-----------	-------------

1.70 Staff Restrooms

Staff rest rooms in non-public area convenient to staff workroom.

1.80 Public Restrooms

As required by code and city regulations.

1.85 Janitors' Closets

Provide janitors' closets as needed with slop sink and minimal storage space for supplies and equipment.

1.90 Freight Elevator

Must be large enough to accommodate a paramedic-type gurney.

2.00 SECOND FLOOR FUNCTIONS

SOCIAL SCIENCES & BUSINESS		NET SQ FT
2.11	Information/Service Desk	6,683
2.15	Telephone Information	145
2.20	Circulating Collections (<i>see also Appendix A, page 9</i>)	9,664
2.30	Seating	2,750
2.32	Study Rooms (<i>see also Appendix A, page 28</i>)	720
2.40	Copy Center (<i>see also Appendix A, page 7</i>)	495
2.50	Word Processing Center	300
2.70	Public Rest Rooms (<i>see also Appendix A, page 20</i>)	0
2.75	Janitor Closet(s) (<i>see also Appendix A, page 12</i>)	0
2.80	Staff Workroom (<i>see also Appendix A, page 26</i>)	2,358
2.85	Staff Restrooms (<i>see also Appendix A, page 25</i>)	100
2.90	Compact Shelving (<i>see also Appendix A, page 4</i>)	504
2.95	Teen Center	3,840
2.96	Homework Center	690
Second Floor Net Assigned Square Feet		28,249

2.10 Recommended Second Floor Functions

The second floor functions will contain the Social Science and Business collections and seating, a library orientation room, telephone reference desk, teen collection, homework center, and service facilities such as copy center and word processing center.

2.11 Information and Service Desk - 6,683 square feet

The information service area will contain the non-circulating reference book collection and specialized reference files, indexes, pamphlets, microforms and catalogs of the library. The desk area will require a minimum of eight computer catalog terminals and four multi-media terminals for public use, each requiring electrical, data lines and telephone cable. Other catalogs will be distributed in the collection areas.

The information desk should be the focal point of the second floor information services area with the various indexes, catalogs, reference collection, directories, etc., fanning out from it. Each of the four workstations should have a multi-line telephone and the microform equipment and various fiches files should be located so as to be equally accessible from either station. A computer terminal should also be provided at each workstation.

The area immediately adjacent to the desk should consist of counter height (45") shelving with various catalogs, indexes, CD-ROM readers and microform readers located thereon.

The second floor public services information desk will be a very busy area of the library, combining the function of general information, business information, and the current information responsibilities of the Social Sciences Section. Adjacent to the desk will also be the semi-enclosed telephone reference service. The public service desk must be visually apparent and easily approachable. Specific desk details will be worked out with the library staff at the time of interior design but a two-level desk with articulated terminals is recommended. The personnel at this service desk will provide not only direct information answers but assistance with the location, evaluation, and use of all business and social science library materials.

INFORMATION SERVICES DESK AREA (PUBLIC)	SQ.FT.	PROG.QTY.	PROG.SQ.FT.
Information Service Counter--2 level (4 stations)			
Computer Terminal - 3 (2 w/printers)	450	1	450
Microfiche readers - 2			
Desk Reference Material (4 shelf secs. 45" high)	12	4	48
Index Counter/tables, 135 lineal counter feet at 39" height or 30" tables with two shelves above	140	6	840
Reference, Directory & Encyclopedia shelving -counter height, 3-shelf sections - (4,000 vols.) 45" ht.	12	70	840
6 shelf, 90" ht. (16,000 vols.)	12	134	1,608
Telephone Directories - max. of 5-shelf and 3-shelf sections totaling 168 l.f.	12	14	168
Card Catalog of telephone cross index and fugitive facts file (45 drawer)	50	1	50
Microfiche Cabinets - 10 drawer	12	2	24
Microfiche Reader Stations	40	1	40
Pamphlet Files - 4-drawer	12	10	120
High Speed printers	35	2	70
General Reference Area Seating - 2-place tables (interspersed w/reference shelving)	55	30	1,650
PC Terminals, 8 catalog, 4 multi-media	35	12	420
TDD Machine	35	1	35
Autographics document catalog w/printer	40	1	40
Document shelf list (60 drawer)	50	4	200
CASSIS terminal w/printer	40	2	80
INFORMATION SERVICES DESK AREA TOTAL			6,683

2.15 Telephone Information Desk - 145 Sq.Ft.

Three station, glass-enclosed telephone reference area for all general reference telephone calls. To have a small general information collection but located adjacent to Social Sciences Directory collection in order to conveniently use those resources. Enclosure to allow public to view operation in order to be aware of the service, but enclosure will indicate that it is not for on-site public use. Provide for e-mail and fax connections.

TELEPHONE INFORMATION DESK	SQ.FT.	PROG.QTY.	PROG.SQ.FT.
Work Station OS-2 with individual bulletin boards.			
Each station with telephone and computer terminal	40	3	120
Special carousel shelving unit for quick reference placed between units for equal access	25	1	25
TOTAL TELEPHONE INFORMATION DESK			145

2.20 Circulating Collection – 9,664 Sq.Ft.

The Social Science and Business Collection, is projected to grow to 169,000 volumes by the year 2025. 20,000 volumes are non-circulating reference materials. Ninety percent of the remaining volumes – the circulating collection – will be shelved. $149,000 \text{ vol.} \times 90\% = 134,000 \text{ vol.}$ of which 117,300 will be on open shelves and 16,800 will be in compact shelving.

CIRCULATING COLLECTION	SQ.FT.	PROG. QTY.	PROG.SQ.FT.
Open shelving: Single face, 7-shelf sections	12	782	9,384
Catalog terminals distributed in pairs amongst collection w/1 printer per pair	35	8	280
TOTAL SHELVING			9,664

2.30 Social Science and Business Seating - 2,750 Sq.Ft.

2.31 Public Seating

This section will have a variety of seating located in small groupings among the collection or along the perimeter walls if appropriate to the design. The smaller groupings are intended to avoid a “study hall” look and to provide reasonable access between readers and the collection. Total seating is to be 100 (excluding reference desk area for 60 readers).

SEATING AREA	SQ.FT.	PROG.QTY.	PROG.SQ.FT.
Four-place tables	110	15	1,650
Two-place tables	55	20	1,100
TOTAL SEATING AREA			2,750

2.32 Study Rooms - 720 Sq.Ft.

Small study rooms serving from two to eight people are desirable for both public group study and staff conference use. Each room should contain power and data connections. Glazed walls are required.

STUDY ROOMS	SQ.FT.	PROG.QTY.	PROG.SQ.FT.
Individual or 2-person room w/counter, power and data connections	60	4	240
Group study/conference for up to 8 persons	240	2	480
TOTAL STUDY ROOMS			720

2.40 Copy Center - 495 Sq.Ft.

An enclosed but very visible area located between reference and circulating collections. Self-service area with several types of equipment. Machines to work on a debit card or by coin.

COPY CENTER	SQ.FT.	PROG.QTY.	PROG.SQ.FT.
Self-service copiers w/collator	50	4	200
Color copier	50	1	50
FAX machine	30	2	60
Coin machine	35	1	35
Sorting tables	50	3	150
TOTAL COPY CENTER			495

2.50 Word Processing Center - 300 Sq.Ft.

Public use word processing and network room with counter seating and partitioned individual areas for computer and word processor use. Provide one typewriter alcove in room. Room to contain power and modem lines for dedicated restricted links.

WORD PROCESSING CENTER	SQ.FT.	PROG.QTY.	PROG.SQ.FT.
Counter with 8 computer link carrels, 1 typing carrel	300	1	300
TOTAL WORD PROCESSING CENTER			300

2.70 Public Restroom – N/A.

Provide minimum number of public restrooms equipped as stated in Section 3.00.

2.75 Janitor's Closet(s) - N/A

Cleaning closet(s) as required by design. Provide for daily supply storage and cleaning cart. Low floor type sink and storage shelves plus space for equipment.

2.80 Second Floor General Staff Workroom - 2,358 Sq.Ft.

This is a general enclosed staff workroom providing workstations for second floor professional and support public service staff. The area will provide for separate but related functions, miscellaneous shelving, one office for Supervisor, counter with sink and mail box, bulletin board, computer terminal and administrative files. As stated previously, power, telephone, and data connections should be supplied to all workstations.

The workroom should have as direct and convenient access as possible to the public services desk, but this room is considered secondary rather than primary space.

SECOND FLOOR GENERAL STAFF WORKROOM	SQ.FT.	PROG.QTY.	PROG.SQ.FT.
Private Office - PO-5 w/PC	120	1	120
Screen Work Station (assigned to professional staff) SS-2 w/ PC	80	6	480
Open Work Station w/terminals & printers - OS-1	64	10	640
Counter w/sink (8 l.f.), facsimile machine & mail boxes	48	1	48
Storage Cabinets	15	4	60
Vertical File Cabinets	12	4	48
Shelving Sections (7 shelf)	12	18	216
CD-ROM Server and Jukebox	50	2	100
Book Truck Staging	12	10	120
Sorting Table	60	2	120
Volunteer work area - OS-2	64	4	256
Box lockers for 30 with coat rack	1	30	30
High Speed Printer networked to multi-media PCs	40	2	80
Copy Machine	40	1	40
TOTAL SECOND FLOOR GENERAL STAFF WORKROOM			2,358

2.85 Staff Restrooms - 100 Sq.Ft.

Provide two staff restrooms.

2.90 Compact Shelving - 504 Sq.Ft.

Provide 56 shelf units at 8.46 sq.ft. each for a total of 474 sq.ft. The compact shelving area will also require one Type H work station w/terminal and space for two book trucks in 30 sq.ft.

2.95 Teen Center - 3,840 Sq.Ft.

This should be a vibrant, informal attractive area for teens to call “their place.” It should consist of several different areas and different groupings of furniture and equipment. The design should allow areas of group study and conversation and also one area for quiet study. The interior design must be done in close consultation with the Library staff and a teen advisory committee.

SECOND FLOOR GENERAL STAFF WORKROOM	SQ.FT.	PROG.QTY.	PROG.SQ.FT.
Display shelving for 3,000 volumes	15	20	300
Informal seating area, lounge chairs	40	8	320
PC games counter (or carrels)	30	10	300
Group study rooms for 6-8	160	4	640
PC Technology Center - 4-place carrels	120	10	1,200
Networked printers - desk top	40	2	80
Copy/processing alcove	40	4	160
Staff help station	110	1	110
Media viewing area with zoned sound and informal seating	----	10	400
Quiet study area for 12 at 2-place tables	55	6	330
TOTAL TEEN CENTER			3,840

2.96 Homework Center - 690 Sq.Ft.

This area is open to self-help at all times that the library is open, but will have staff and volunteer assistance at scheduled hours. Should be located near Information Service desk, but not directly connected. Should be adjacent to but not part of Teen Center.

SECOND FLOOR GENERAL STAFF WORKROOM	SQ.FT.	PROG.QTY.	PROG.SQ.FT.
Two place study table	55	6	330
Four place table	110	2	220
Computer catalog	35	3	105
Single desk with dictionary	35	1	35
TOTAL HOMEWORK CENTER			690

3.00 THIRD FLOOR FUNCTIONS

SCIENCE; MAGAZINES & NEWSPAPERS; GOVERNMENT DOCUMENTS		NET SQ FT
3.10	Science, Information Desk, Collection & Seating	5,833
3.15	Circulating Collections – Science (<i>see also Appendix A, page 9</i>)	8,440
3.16	Compact Shelving (<i>see also Appendix A, page 4</i>)	1,058
3.20	Seating - General Science	2,750
3.22	Study Rooms - Science (<i>see also Appendix A, page 28</i>)	640
3.31	Call Desk - Magazines; Microforms, Indexes	2,420
3.32	Magazines Backfiles	2,149
3.35	Current Magazines & Newspapers (<i>see also Appendix A, page 9</i>)	2,895
3.40	Copy (<i>see also Appendix A, page 7</i>)	525
3.60	Government Documents Collections (<i>see also Appendix A, page 9</i>)	6,175
3.61	Government Documents Compact Shelving (<i>see also Appendix A, page 9</i>)	1,819
3.65	Patents & Trademarks	630
3.70	Public Restrooms (<i>see also Appendix A, page 20</i>)	
3.75	Janitor's Closet(s) (<i>see also Appendix A, page 12</i>)	
3.81	General Staff Workroom (<i>see also Appendix A, page 26</i>)	1,612
3.82	Magazines Workroom (<i>see also Appendix A, 26</i>)	730
3.85	Staff Restrooms (<i>see also Appendix A, page 25</i>)	100
THIRD FLOOR NET ASSIGNED SQUARE FEET		37,776

3.00 Recommended Third Floor Functions

The third floor will contain the current and back files of magazines, the Science collection of the library, and the Government Documents and Patent and Trademark collections. The floor will also contain a copy service center.

The floor will have two major service desks, one for the Science division and one for the magazines call desk. Due to the physical nature of the magazine and newspaper collections, which require different handling, there will be two staff workrooms.

3.10 Science Information Desk & Reference Area – 5,833 Sq.Ft.

The key to this area is the information desk/counter (two-level), which should be visually apparent and easily approachable by all library users. This should be a three-station desk. The personnel at this service desk provide assistance with the location, evaluation, and use of all kinds of information and library materials both in and out of the library.

The information service area will contain the non-circulating reference book collection and specialized reference files, indexes, pamphlets, microforms, and catalogs of the division. The online catalog will require a minimum of fourteen computer terminals, each requiring electrical, data lines and telephone cable, and eight multi-media terminals. Location of terminals is listed below.

The information desk should be the focal point of the information services area with the various indexes, catalogs, reference collection, directories, etc., fanning out from it. Each of the three workstations should have a multi-line telephone and the microform equipment and various fiche files should be located so as to be equally accessible from either station. A computer terminal should also be provided at each workstation.

The area immediately behind the desk should consist of counter height (45") shelving with various catalogs, indexes, CD ROM readers, and microform readers located thereon. The reference or non-circulating collection will contain 20,000 volumes of a total collection of 175,000.

INFORMATION SERVICE DESK AREA (PUBLIC)	SQ.FT.	PROG.QTY.	PROG.SQ.FT.
Information Service Counter--2-level (4 stations)			
Computer Terminal - 4 (2 w/printers)	450	1	450
3 PC workstations for telephone reference			
Microfiche Readers - 2			
Desk Reference Material (4 shelf secs. 45" high)	12	4	48
Index Counter/tables, 135 lineal counter feet at 39" height or 30" tables with two shelves above	140	4	560
Reference & Directory Shelving - counter height, 3-shelf sections - (5,000 vols.) 45" & 90"	12	84	1,008
6 shelf, 10" deep s.f./20" deep d.f. (15,000 vols.)	12	125	1,500
Pamphlet Files - 4-drawer	12	1	12
Map Cases - 5-drawer (stacked 2 high)	50	1	50
High Speed Printers	35	2	70
Self-service copy machine	40	1	40
General Reference Seating - 2-place tables (interspersed w/reference shelving)	55	25	1,375
PC Terminals	35	12	420
Microfiche Cases (8 drawers)	12	25	300
TOTAL INFORMATION SERVICE DESK AREA			5,833

3.15 Circulating Collection – 8,440 Sq.Ft.

The science collection is projected to grow to 175,000 volumes by the year 2025. 20,000 volumes are non-circulating reference materials. 90% of the remaining volumes – the circulating collection – will be shelved

General seating as specified in 8.20 below should be interspersed within the collection area as noted below.

CIRCULATION COLLECTION	SQ.FT.	PROG.QTY.	PROG.SQ.FT.
Standard 7-shelf shelving units	12	680	8,160
OPAC terminals distributed in pairs, with printers	35	8	280
TOTAL CIRCULATING COLLECTION			8,440

3.16 Compact `Shelving – 1,058 Sq.Ft.

Provide 250, single face, 7-shelf units at 4.23 sq.ft. each, total of 1,058 sq.ft.

3.20 General Public Seating - 2,750 Sq.Ft.

In addition to seating for 50 readers in the Information-Reference Area (8.10), public seating should be provided for 100 readers in dispersed table seating and provision for additional seating in individual and group study and conference rooms. Distributed among shelving areas in clusters of 2 and 4 place tables plus two place tables along perimeter if design allows.

GENERAL SEATING	SQ.FT.	PROG.QTY.	PROG.SQ.FT.
Four-place tables for 60	110	15	1,650
Two-place tables for 40	55	20	1,100
TOTAL GENERAL SEATING			2,750

3.22 Study Rooms - 640 Sq.Ft.

Seating consisting of two-place study rooms and group study/conference rooms for eight. Each room to be equipped with power, telephone, and data outlets. Glazed walls are required.

STUDY ROOMS	SQ.FT.	PROG.QTY.	PROG.SQ.FT.
Two-place study rooms	60	4	240
Group study/conference room for 8	200	2	400
TOTAL STUDY ROOMS			640

3.30 Magazines/Newspapers

The magazines and newspapers will be housed in one area. The periodical collection is anticipated to grow to about 2,750 subscriptions. Only the current issues of the periodicals will be displayed on sloping periodical shelving with standard single faced dimensions to 54" high x 16" deep. Each section is 36" wide with four sloping shelves per section. Each section face can accommodate 12-15 titles. Older issues will be stored on closed shelves available by paging.

Current newspapers will also be available to the public and is expected to grow to 100 subscriptions. A few of the older, and more popular issues may be stored behind the service desk, with the bulk of them on closed shelves and available by paging. It should be noted that theft of newspapers is a problem and measures must be devised to minimize this problem.

3.31 Magazines/Newspapers Call Desk - 2,420 Sq.Ft.

This collection includes materials in microform and will require reading/printing equipment. Microform storage to be located in back of the Call Desk.

The service desk ("Call Desk") is where patrons request periodicals and newspapers in printed and microform format. It is suggested that the Call Desk be a counter with the closed compact shelving located behind the counter. Also located behind the counter will be a workstation for the Senior Clerk/Supervisor and a staff work room.

In proximity to the Call Desk will be Index Tables with shelving, CD-ROM Newspaper Index, and Info-Trac equipment for locating articles on the desired subjects.

MAGAZINES/NEWSPAPERS CALL DESK AREA	SQ.FT.	PROG.QTY.	PROG.SQ.FT.
Three-station service desk with 3 sections low storage shelving behind desk - 2 terminals	450	1	450
Book truck parking (behind desk)	12	6	72
CD-ROM Newspaper Index	35	2	70
Index Tables w/2 shelves, 4-place	140	2	280
INFO-TRAC periodical index	35	2	70
Microfilm Reader/Printers	40	8	320
Microfiche Reader/Printers	40	4	160
OPAC Terminals	35	8	280
Microform Cabinets - 11 drawer	12	60	720
TOTAL CALL DESK AREA			2,420

3.32 Magazines/Newspapers Back Files – 2,149 Sq.Ft.

MAGAZINES/NEWSPAPERS BACK FILES	SQ.FT.	PROG.QTY.	PROG.SQ.FT.
Non-public access - 800 Sq.Ft. Shelving sections in compact shelving area			
Closed shelving, single face,	4.23	300	1,269
General public seating adjacent to magazines/newspapers back files.			
Seating for 32 at 4-place tables	110	8	880
TOTAL BACK FILES AREA			2,149

3.35 Current Magazines/Newspapers - 2,895 Sq.Ft.

Display shelving as described above (four shelves per section) for 1,500 newspaper and magazine titles. Only the current issue will be on these open access shelves. All back issues will be shelved separately. The issues displayed will represent approximately 50% of the current titles received.

Seating immediately adjacent to the current issues will be lounge seating only. Table seating will be available in the back file area.

CURRENT MAGAZINES/NEWSPAPERS AREA	SQ.FT.	PROG.QTY.	PROG.SQ.FT.
Display shelving, 4 shelves high - current issue only	12	108	1,296
Lounge Seating	40	40	1,600
TOTAL CURRENT MAGAZINES/NEWSPAPERS AREA			2,895

3.40 Copy Center - 525 Sq.Ft.

Vendor-operated copy center located adjacent to periodical call desk area. Semi-enclosed with a service counter. One self-service copier located adjacent to enclosure.

COPY CENTER	SQ.FT.	PROG.QTY.	PROG.SQ.FT.
Service Counter	100	1	100
Copy machine w/collator	40	3	120
Sorting table	60	2	120
Color copier	40	1	40
Fax machine on counter	35	2	70
<i>Subtotal enclosed area</i>			<i>450</i>
Self-service copy machine located adjacent to enclosure	40	1	40
Coin changing machine	35	1	35
TOTAL COPY CENTER AREA			525

3.60 Government Documents - 6,175 Sq.Ft.

This is essentially a reference collection--materials are used in the room. Since the Government Printing Office anticipates converting to electronic publishing the U.S. part of this collection is not expected to grow much more. The Government Documents staff catalogs and process these materials--not Technical Services. There is a separate catalog, shelf list, and California mines index since these are not a part of the Library's on-line catalog. The documents will be serviced from the Science desk.

GOVERNMENT DOCUMENTS	SQ.FT.	PROG.QTY.	PROG.SQ.FT.
<u>Shelving Sections</u>			
<i>Open Shelving:</i>			
Paper Collection (6 shelves)	12	380	4,560
Electronics	5	5	25
<i>Equipment</i> (all lockable): Size to be standardized.			
Microfiche cabinets (11 drawers)	12	12	144
Microfiche cabinets (9 drawers)	12	5	60
Microfiche cabinets (8 drawers)	12	2	24
Microcard cabinets (10 drawers)	12	8	96
Map cases	50	10	500
Vertical files 5-drawer letter size	12	6	72
Vertical files 4-drawer legal size	12	12	144
<i>Subtotal Lockable Equipment</i>			1,040
<i>Other Equipment:</i>			
Public catalog (60 drawers)	50	6	300
California Mine Index	50	1	50
Computer work stations	40	5	200
<i>Subtotal Other Equipment</i>			550
TOTAL GOVERNMENT DOCUMENTS			6,175

3.61 Government Documents Compact Shelving – 1,819 Sq.Ft.

Provide 430 compact shelf units at 4.23 sq.ft. each for a total of 1,819 sq.ft.

3.65 Trademark & Patent - 630 Sq.Ft.

While more and more of the information in this area will be available electronically, print resources will still be provided.

TRADEMARK & PATENT	SQ.FT.	PROG.QTY.	PROG.SQ.FT.
Collection shelving	12	12	360
Electronic workstations	40	6	240
Microform cabinets	15	4	30
TOTAL TRADEMARK & PATENT			630

3.70 Public Restrooms

Provide minimum size of public restrooms equipped as stated in Section 3.00.

3.75 Janitor's Closet(s)

Cleaning closet(s) located as required by the design. Provide storage shelves for daily supplies, cleaning cart and other equipment. Low, floor type sink.

3.81 Third Floor General Staff Workrooms - 2,342 Sq.Ft.

There are two general enclosed staff workrooms providing workstations for all third floor professional and support public service staff. These will provide for separate but related functions,

miscellaneous shelving, one office for Supervisor, counter with sink, bulletin board, mail box, computer terminal, and administrative files.

The workrooms should have as direct and convenient access as possible to the public services desk, but is considered secondary rather than primary space. As stated previously, power, telephone and data connections should be supplied to each workstation.

THIRD FLOOR GENERAL STAFF WORKROOM	SQ.FT.	PROG.QTY.	PROG.SQ.FT.
Private Office – Type E	120	1	120
Screen work station - Type F	80	6	480
Open work station w/terminals and printers – Type G	64	8	512
<i>Shared Work Area Containing:</i>			
Counter w/sink (6 l.f.), facsimile machine & mail box	48	1	48
Storage cabinets	15	1	15
Vertical file cabinets	12	2	24
Shelving sections (7 shelf)	12	6	72
Book truck staging area	12	6	72
16 box lockers with coat rack	1	16	16
Sorting table	60	1	60
High speed printer networked to PCs	40	1	40
Internal Circulation			113
Copy machine	40	1	40
TOTAL THIRD FLOOR GENERAL STAFF WORKROOM			1,612

3.82 Magazines Workroom – 730 Sq.Ft.

MAGAZINES/NEWSPAPERS WORKROOM	SQ.FT.	PROG.QTY.	PROG.SQ.FT.
Private Office - PO-5 w/PC	120	1	120
Open work station w/terminal & printer - OS-1	64	4	256
Storage cabinets	15	2	30
Vertical file cabinets	12	3	36
Shelving sections (10 shelf)	12	4	48
Book truck staging	12	6	72
8 Box lockers w/coat rack	1	8	8
Sorting table	60	2	120
High speed networked printer	40	1	40
TOTAL MAGAZINES/NEWSPAPERS WORKROOM			730

3.85 Staff Restrooms - 100 Sq.Ft.

Provide two restrooms of equal size.

4.00 FOURTH FLOOR FUNCTIONS

	LITERATURE, LANGUAGE, FICTION	NET SQ FT
4.10	Information Desk, Collections & Seating	4,485
4.20	Circulating Collections (<i>see also Appendix A, page 9</i>)	12,760
4.21	Compact Shelving (<i>see also Appendix A, page 4</i>)	5,194
4.30	Seating	1,925
4.32	Study Rooms (<i>see also Appendix A, page 28</i>)	640
4.40	Copy Center (<i>see also Appendix A, page 7</i>)	310
4.60	Public Restrooms (<i>see also Appendix A, page 20</i>)	
4.65	Janitor's Closet(s) (<i>see also Appendix A, page 12</i>)	
4.70	Staff Workroom (<i>see also Appendix A, page 26</i>)	2,031
4.75	Staff Restrooms (<i>see also Appendix A, page 25</i>)	100
4.90	Internet Center (<i>see also Appendix A, page 30</i>)	1,240
4.91	Computer Training Center (<i>see also Appendix A, page 30</i>)	1,080
4.92	Technology Demonstration Center (<i>see also Appendix A, page 30</i>)	3,000
4.93	Information Technology Staff (<i>see also Appendix A, page 30</i>)	1,300
4.98	Staff Break Room	1,568
4.99	Staff Restroom (<i>see also Appendix A, page 25</i>)	450
FOURTH FLOOR NET ASSIGNED SQUARE FEET		36,083

4.00 Recommended Fourth Floor Functions

This is a very busy public service floor containing the Literature-Language fiction collections. The floor will have one information reference desk to serve all of the collections.

4.10 Information Desk and Reference Area - 4,485 Sq.Ft.

The key to this area is the information desk/counter (two-level), which should be visually apparent and easily approachable by all library users. This should be a two-station desk. The personnel at this service desk provide assistance with the location, evaluation, and use of all kinds of information and library materials both in and out of the library.

The information service area will contain the non-circulating reference book collection and specialized reference files, indexes, pamphlets, microforms, and catalogs of the division. The online catalogs here will require electrical, data lines and telephone cable. Location of the terminals is listed below.

The information desk should be the focal point of the information services area with the various indexes, catalogs, reference collection, directories, etc., fanning out from it. Each of the workstations should have a multi-line telephone and the microform equipment and various fiche files should be located so as to be equally accessible from either station. A computer terminal should also be provided at each workstation.

The area immediately behind the desk should consist of counter height (45") shelving with various catalogs, indexes, CD ROM readers, and microform readers located thereon.

The reference or non-circulating collection will contain approximately 20,000 volumes.

4.10 Information Services Desk Area (Public)	SQ.FT.	PROG.QTY.	PROG.SQ.FT.
Information Service Counter--2 level (2 stations) Computer terminal - 2 w/printers Microfiche Readers - 1	300	1	300
Desk Reference Material (4 shelf secs. 45" high)	12	4	48
Index Counter/tables, 135 lineal counter feet at 39" height or 30" tables w/2 shelves above	140	2	280
Reference & directory shelving--counter height, 3-shelf sections - 45" ht. (4,000 vols)	12	70	840
-6 shelf, 90" ht. (16,000 vols)	12	134	1,607
Map Cases - 10 drawer (stacked 2 high)	50	2	100
High Speed Printers for PCs	35	2	70
Atlas case	40	1	40
General Reference Seating - 2-place tables for 30 (interspersed w/reference shelving)	55	15	825
PC terminals w/printers	35	10	350
Microfiche cabinets	25	1	25
TOTAL INFORMATION SERVICE DESK AREA			4,485

4.20 Circulating Collection - 12,760 Sq.Ft.

The literature, language and fiction collection is projected to grow to 398,000 volumes by the year 2025. 20,000 volumes are non-circulating reference materials. 90% of the remaining volumes – the circulating collection – will be shelved. General seating as specified in 9.30 below should be interspersed within the collection area as noted.

CIRCULATING COLLECTION	SQ.FT.	PROG.QTY.	PROG.SQ.FT.
Standard 7-shelf shelving units single face	12	1,040	12,480
OPAC terminals distributed in pairs, with printer	35	8	280
TOTAL CIRCULATING COLLECTION			12,760

4.21 Compact Shelving – 5,194 Sq.Ft.

Provide 1,228 single face, 7 shelf units at 4.23 sq.ft. each for a total of 5,194 sq.ft.

4.30 General Public Seating - 1,925 Sq.Ft.

In addition to the seating for 30 readers in Information-Reference area (9.10), public seating should be provided for 70 readers in dispersed table seating and provision for additional seating in individual and group study and conference rooms.

General seating is distributed among shelving areas in clusters of two-four tables plus two-place tables along perimeter if design allows.

GENERAL SEATING	SQ.FT.	PROG.QTY.	PROG.SQ.FT.
4-place tables for 40	110	10	1,100
2-place tables for 30	55	15	825
TOTAL GENERAL SEATING			1,925

4.32 Study Room - 640 Sq.Ft.

Seating consisting of two-place study rooms and group study/conference rooms for eight. Each room to be equipped with power, telephone and data outlets. Walls are to be glazed.

STUDY ROOM SEATING	SQ.FT.	PROG.QTY.	PROG.SQ.FT.
2-place study rooms w/counter	60	4	240
Group Study /conference room for 8	200	2	400
TOTAL STUDY ROOMS			640

4.40 Copy Center - 310 Sq.Ft.

Self-service copy center located adjacent to Information desk area. Semi-enclosed but visually open.

COPY CENTER	SQ.FT.	PROG.QTY.	PROG.SQ.FT.
Copy machine w/collator	40	2	80
Sorting table	60	2	120
Color copier	40	1	40
Fax machine on counter	35	1	35
Coin change machine	35	1	35
All machines equipped to take credit card or cash.			
TOTAL COPY CENTER AREA			310

4.60 Public Restrooms

Provide minimum size of public restrooms equipped as stated in Section 3.00.

4.65 Janitors' Closet(s)

Cleaning closet(s) located as required by building design. Provide storage shelves for daily supplies and floor area for cleaning cart and other equipment. Low, floor type sink.

4.70 Fourth Floor General Staff Workroom - 2,031 Sq.Ft.

This is a general enclosed staff workroom providing workstations for fifth floor professional and support public service staff. The area will provide for separate but related functions, miscellaneous shelving, one office for Supervisor, counter with sink, bulletin board, mail box, computer terminal, and administrative files.

The workroom should have as direct and convenient access as possible to the public services desk, but is considered secondary rather than primary space. As stated previously, power, telephone, and data connections should be supplied to each workstation.

FOURTH FLOOR GENERAL STAFF WORKROOM	SQ.FT.	PROG.QTY.	PROG.SQ.FT.
Private Office - PO-5 w/PC Screen workstation (assigned to professional staff)	120	1	120
SS-2 w/PC	80	7	560
Open work station w/terminals and printers OS-1	64	86	512
Counter w/sink (8 l.f.), facsimile machine, and mail box	48	1	48
Storage cabinets	15	4	60
Vertical file cabinets	12	5	60
Shelving sections (7 shelf)	12	14	168
CD-ROM server and Jukebox	50	1	50
Book truck staging area	12	10	120
Volunteer work area OS-2	64	2	128
20 box lockers with coat rack	1	25	25
Sorting table	60	1	60
High speed printer networked to PCs	40	2	80
Copy machine	40	1	40
TOTAL FOURTH FLOOR GENERAL STAFF WORKROOM			2,031

4.75 Staff Restrooms - 100 Sq.Ft.

Provide two staff restrooms.

4.90 Internet Center - 1,240 Sq.Ft.

This is intended as the major access by the library user to the Internet. The area is to contain 30 individual stations grouped together in units of four in pods or counter arrangements. Placement must limit public overview of the terminal screens. Area will also contain four networked printers.

INTERNET CENTER	SQ.FT.	PROG.QTY.	PROG.SQ.FT.
User terminals	40	30	1,200
Networked printers	4	10	40
TOTAL INTERNET CENTER			1,240

4.91 Computer Training Center - 1,080 Sq.Ft.

This is intended to be the computer and electronic training room for the library, both for library staff and general public. Arrangement should be class room style with instructor station at the front. Each station to be wired for data, power and phone line category five twisted pair with conduit space for future fiber optic line.

Room to contain monitor and front wall projection surface and writing surface. Lighting on dimmer switches.

COMPUTER TRAINING CENTER	SQ.FT.	PROG.QTY.	PROG.SQ.FT.
Individual student stations with terminals and work surface	50	20	1,000
Instructor station	50	1	50
Wall (side) cabinets for equipment storage			30
TOTAL COMPUTER TRAINING CENTER			1,080

4.92 Technology Demonstration Center - 3,000 Sq.Ft.

The library is planning the creation of an exciting new Technology Demonstration Center. The Center, to be developed in cooperation and with funding from local San Diego area technology business interests, is intended to showcase new technology developments focused essentially on the information industry.

Specific equipment and furnishing needs are now being investigated but the space should provide the conduit and cabling on a five-foot grid for the latest technology equipment. The space will provide for changing programs and must be flexible and accessible.

4.93 IT Staff – 1,300Sq.Ft.

I.T. STAFF	SQ.FT.	PROG.QTY.	PROG.SQ.FT.
M.I.S. Coordinator – PO-5	120	3	360
MIS Coordinator	80	3	240
Technicians	64	5	320
Shared Work Space			180
Telecommunications Room			200
TOTAL IT STAFF			1,300

4.98 Staff Breakroom - 1,568 Sq.Ft.

The staff area for light food service in a comfortable atmosphere should be located with consideration to staff entrance and work areas. The area will include a kitchen, lounge chairs, telephone, vending machines, and seating at tables. One tackable wall will be needed. An accessible outdoor eating area with lounge chairs is desirable.

Staff requests their lockers be disbursed throughout the building to be near staff workstations.

STAFF ROOM	SQ.FT.	PROG.QTY.	PROG.SQ.FT.
Counter (16 l.f.) w/sink & cabinets w/3 microwave ovens on counter and dishwasher	112	1	112
Refrigerator	24	2	48
Vending machines	30	6	180
Range/oven	40	1	40
Coffee	12	1	12
Tables w/4 chairs each	72	8	576
Lounge chairs w/end tables	50	12	600
TOTAL STAFF ROOM			1,568

4.99 Staff Restrooms - 450 Sq.Ft.

Include one unisex shower and changing room in each restroom.

5.00 FIFTH FLOOR FUNCTIONS

	HISTORY-BIOGRAPHY	NET SQ FT
5.10	Information Desk, Collections & Seating	4,416
5.20	Circulating Collections (<i>see also Appendix A, page 9</i>)	8,920
5.21	Compact Shelving (<i>see also Appendix A, page 4</i>)	1,692
5.30	Seating – General	1,925
5.32	Study Rooms (<i>see also Appendix A, page 28</i>)	640
5.40	Copy Center (<i>see also Appendix A, page 8</i>)	310
5.60	Public Restrooms (<i>see also Appendix A, page 20</i>)	
5.65	Janitors' Closet(s) (<i>see also Appendix A, page 12</i>)	
5.70	Staff Workroom (<i>see also Appendix A, page 26</i>)	1,323
5.75	Staff Restrooms (<i>see also Appendix A, page 25</i>)	100
	Sub-Total	19,326
	LIBRARY SYSTEMS OFFICES (<i>see also Appendix A, pages 16-18</i>)	
5.41	Reception & Secretarial Areas	1,513
5.42	Commission Room	570
5.43	City Librarian Offices	2,312
5.44	Branch Library Offices	1,156
5.45	Administrative Support Staff	3,464
5.46	Library Foundation	150
5.47	Main Library Friend's Office	150
5.49	Staff Conference Rooms	800
5.50	Staff Restrooms (<i>see also Appendix A, page 25</i>)	200
5.51	Internal Circulation	2,000
	Sub-Total	12,315
	TOTAL FIFTH FLOOR NET ASSIGNED SQUARE FEET	31,641

5.00 Recommended Fifth Floor Functions

This is a very busy public service floor containing the Biography and History collections and the Special Collections areas. The floor will have several information reference desks to serve all of the collections.

5.10 History & Biography Information Desk & Reference Area - 4,416 Sq.Ft.

The key to this area is the information desk/counter (two-level), which should be visually apparent and easily approachable by all library users. This should be a two-station desk. The personnel at this service desk provide assistance with the location, evaluation and use of all kinds of information and library materials both in and out of the library.

The information service area will contain the non-circulating reference book collection and specialized reference files, indexes, pamphlets, microforms, and catalogs of the division. The online catalogs here will require electrical, data lines and telephone cable. Location of the terminals is listed below.

The information desk should be the focal point of the information services area with the various indexes, catalogs, reference collection, directories, etc., fanning out from it. Each of the workstations should have a multi-line telephone and the microform equipment and various fiche files should be located so as to be equally accessible from either station. A computer terminal should also be provided at each workstation.

The area immediately behind the desk should consist of counter height (45") shelving with various catalogs, indexes, CD ROM readers, and microform readers located thereon.

The reference or non-circulating collection will contain approximately 14,000 volumes.

INFORMATION SERVICES DESK AREA (PUBLIC)	SQ.FT.	PROG.QTY.	PROG.SQ.FT.
Information Service Counter--2 level (2 stations)			
Computer terminal - 2 w/printers Microfiche Readers - 1	300	1	300
Desk Reference Material (4 shelf secs. 45" high)	12	4	48
Index Counter/tables, 135 lineal counter feet at 39" height or 30" tables w/2 shelves above	140	2	280
Reference & directory shelving--counter height, 3-shelf sections 45" (4,000 vols)	12	70	840
-6 shelf 90" (16,000 vols)	12	134	1,608
Map Cases - 10 drawer (stacked 2 high)	50	2	100
High Speed Printers for PCs	35	2	70
Atlas case	40	1	40
General Reference Seating - 2-place tables for 30 (interspersed w/reference shelving)	55	15	825
PC terminals w/printers	35	8	280
Microfiche cabinets	25	1	25
TOTAL INFORMATION SERVICE DESK AREA			4,416

5.20 Circulating Collection - 8,920 Sq.Ft.

The History and Biography collection is projected to grow to 206,800 volumes by the year 2025. 20,000 volumes are now circulating reference materials. 90% of the remaining collection will be shelved.

General seating as specified in 5.30 below should be interspersed within the collection area as noted.

CIRCULATING COLLECTION	SQ.FT.	PROG.QTY.	PROG.SQ.FT.
Standard 7-shelf single face units	12	720	8,640
OPAC terminals distributed in pairs, with printer	35	8	280
TOTAL CIRCULATING COLLECTION			8,920

5.21 Compact Shelving – 1,692 Sq.Ft.

Provide 400 units at 4.23 Sq.Ft. each for a total of 1,692 Sq.Ft.

5.30 General Public Seating - 1,925 Sq.Ft.

In addition to the seating for 30 readers in Information-Reference area (5.30), public seating should be provided for 70 readers in dispersed table seating and provision for additional seating in individual and group study and conference rooms.

General seating is distributed among shelving areas in clusters of two-four tables plus two-place tables along perimeter if design allows.

GENERAL SEATING	SQ.FT.	PROG.QTY.	PROG.SQ.FT.
4-place tables for 40	110	10	1,100
2-place tables for 30	55	15	825
TOTAL GENERAL SEATING			1,925

5.32 Study Room - 640 Sq.Ft.

Seating consisting of two-place study rooms and group study/conference rooms for eight. Each room to be equipped with power, telephone and data outlets. Walls are to be glazed.

STUDY ROOM SEATING	SQ.FT.	PROG.QTY.	PROG.SQ.FT.
2-place study rooms w/counter	60	4	240
Group study/conference room for 8	200	2	400
TOTAL STUDY ROOMS			640

5.40 Copy Center - 310 Sq.Ft.

Self-service copy center located adjacent to Information desk area. Semi-enclosed but visually open.

COPY CENTER	SQ.FT.	PROG.QTY.	PROG.SQ.FT.
Copy machine w/collator	40	2	80
Sorting table	60	2	120
Color copier	40	1	40
Fax machine on counter	35	1	35
Coin change machine	35	1	35
All machines equipped to take credit card or cash.			
TOTAL COPY CENTER AREA			310

5.60 Public Restrooms

Provide minimum size of public restrooms equipped as stated in Section 3.00.

5.65 Janitors' Closet(s)

Cleaning closet(s) located as required by building design. Provide storage shelves for daily supplies and floor area for cleaning cart and other equipment. Low, floor type sink.

5.70 Fifth Floor Staff Workroom - 1,323 Sq.Ft.

This is a general enclosed staff workroom providing workstations for History and Biography fifth floor professional and support public service staff. The area will provide for separate but related functions, miscellaneous shelving, one office for Supervisor, counter with sink, bulletin board, mail box, computer terminal and administrative files. There is a separate workroom for the Special Collections staff.

The workroom should have as direct and convenient access as possible to the public services desk, but is considered secondary rather than primary space. As stated previously, power, telephone, and data connections should be supplied to each workstation.

FIFTH FLOOR STAFF WORKROOM	SQ.FT.	PROG.QTY.	PROG.SQ.FT.
Private Office - PO-5 w/PC Screen workstation (assigned to professional staff)	120	1	120
SS-2 w/PC	80	6	480
Open work station w/terminals and printers OS-1	64	3	192
Counter w/sink (8 l.f.), facsimile machine, and mail box	48	1	48
Storage cabinets	15	2	30
Vertical file cabinets	12	2	30
Shelving sections (7 shelf)	12	7	84
CD-ROM server and Jukebox	50	1	50
Book truck staging area	12	5	60
Volunteer work area OS-2	64	1	64
20 box lockers with coat rack	1	25	25
Sorting table	60	1	60
High speed printer networked to PCs	40	1	40
Copy machine	40	1	40
TOTAL STAFF WORKROOM			1,323

5.75 Staff Restrooms - 100 Sq.Ft.

Provide two staff restrooms.

5.40 Library System Offices – 12,315 Sq.Ft.

Efficiency of operations indicates that the administrative offices be located in one complex which is easily accessible to the public but located in secondary rather than primary space. Only one public entrance to the Administrative area is desired with a secondary entrance for staff. This area must be secure after hours from the Special Events areas.

The Administrative area will house the City Librarian; Assistant City Librarian; Deputy Library Directors' Receptionist; Secretarial Support; Administrative Analysts; Principal Clerk and support staff responsible for purchasing, payroll, budget, and shared space with central files; Capital Improvements Office; Development Office; Conference Rooms; Graphics Workroom; Commission Room; and, if possible, an Outdoor Terrace/Roof Garden (see also 9.30).

The Principal Clerk and support staff, where considerable cash is handled daily, requires security. This is where the staff come to get their paychecks for which a counter is needed. A desk is needed for new hires to complete required forms.

5.41 Reception-Secretarial Services - 1,513 Sq.Ft.

Provides secretarial services, reception, word processing, and duplicating services to the City Librarian and Assistant City Librarian.

SECRETARIAL SERVICES	SQ.FT.	PROG.QTY.	PROG.SQ.FT.
Executive Secretary's Office PO-2			
Requires access to City Librarian & Assistant City Librarian and needs adjacent kitchenette. Also needs a relationship to the Commission Room.	150	1	150
Kitchenette			
Storage for Refreshments			
Refrigerator			
Microwave oven	80	1	80
Coffee maker			
Deep sink			
Dishwasher			
Receptionist Area			
Desk & desk chair - Fax machine			
File storage unit	200	1	200
Guest chairs (6)			
Coffee table			
Coat rack			
Word Processor Stations OS-1	64	3	192
Shared Space			
This space should be convenient to the Executive Secretary, the Deputy Library Directors, and the Principal Clerk since the files they now have need to be centralized here.			
File storage units (vertical)	12	9	108
File storage units (lateral)	12	5	60
Word processing stations - OS-1 (w/PCs & printers)	60	2	120
Word processing station s- OS-1	60	2	120
Special projects station	100	1	100
Intern station	60	1	60
Photocopier w/collator	120	1	120
FAX machine	30	1	30
Storage cabinets	14.5	2	29
Staff mail boxes	24	1	24
Work table	120	1	120
<i>Subtotal Shared Space</i>			<i>819</i>
TOTAL SECRETARIAL SERVICES			1,513

5.42 Commission Room - 570 Sq.Ft.

The Library Commission, which advises the City Council through the City Manager on all questions of Library policy, will meet here. The room should be arranged to provide the commissioners seated facing the public (curved row of seven Commissioners and three others; seating for the public-25).

COMMISSION ROOM	SQ.FT.	PROG.QTY.	PROG.SQ.FT.
Conference table with 10 chairs	200	1	200
Public seating	10	25	250
Credenza (locked) with storage for supplies and built in refrigerator. Convenience outlets along credenza top.	120	1	120
One wall to contain display rail and hanging rail			
One wall w/pull down projection screen			
TOTAL COMMISISON ROOM			570

5.43 Director's Office - 2,526 Sq.Ft.

A series of offices and support staff serving as the administrative suite for the library system.

DIRECTOR'S OFFICE AREA	SQ.FT.	PROG.QTY.	PROG.SQ.FT.
City Librarian's Office PO-1 (The City Librarian directs Library operations)			
Desk & desk chair			
Credenza & file storage unit Side chairs (2)	350	1	350
Wall mounted shelving			
Couch & small table (seating 3)			
Round conference table w/seating for 6-8			
PC w/printer			
Restroom w/shower	80	1	80
Assistant to the Director	150	1	150
Assistant City Librarian's Office PO-2 (This position is responsible for organizing, coordinating, and supervising Library activities)			
Desk & desk chair			
Credenza & file storage units			
Lateral legal size 5-drawer file (2)	200	1	200
Vertical files 4-drawer (3)			
Side chairs (2) & work table			
Wall mounted shelving			
Round conference table w/seating for 6			
PC w/printer			
Library Clerk - OS-1	64	1	64
Deputy Library Director's Office PO-2 (This position is responsible for the supervision and coordination of public services of the Central Library; system-wide responsibilities for book selection, reference services, children's services, disability services, and adult literacy)	200	1	200
Supervising Librarians - PO-4	150	3	450
Executive Secretary's Office PO-2	150	1	150
Assoc. Management Analyst	64	1	64
Library Asst. - Exhibits	64	1	64
Clerical Asst. - Exhibits	64	3	192
Vertical file storage units	12	3	36
Storage cabinets	14.5	4	48
Deputy Library Director's Office for Technology PO-2	200	1	200
Library Clerk	64	1	64
TOTAL DIRECTOR'S OFFICE			2,312

5.44 Branch Headquarters - 1,156 Sq.Ft.

This group of several workstations provides clerical and messenger support in terms of administrative, budgetary, and analytical functions and includes clerical and messenger services and coordination of substitute scheduling.

BRANCH HEADQUARTERS	SQ.FT.	PROG.QTY.	PROG.SQ.FT.
Deputy Library Director's Office PO-2 (This position is responsible for providing library services through 32 branch libraries)	200	1	200
Supervising Librarian - PO-4	150	3	450
Associate Administrative Analyst Office PO-5	120	1	120
Senior Clerk SS-2	80	1	80
Administrative Assistant	64	1	64
Library Aide OS-2	64	1	64
Shared Support			178
TOTAL BRANCH HEADQUARTERS			1,156

5.45 Administrative Support Staff – 3,464 Sq.Ft.

SUPPORT STAFF	SQ.FT.	PROG.QTY.	PROG.SQ.FT.
Administrative Analyst Office PO-2 (Performs studies in organization, personnel utilization, and procedures)			
Desk & desk chair			
Credenza & file storage unit			
Vertical files (legal) (3)	200	1	200
Side chair			
Wall mounted shelving			
Round conference table w/seating for 3 people			
IBM mainframe printer			
Human Resource Specialist	80	1	80
Trainer	64	1	64
Administrative Aide	64	1	64
Senior Public Info Officer - PO-4	80	1	80
Public Information Officer	64	1	64
Development Office - PO-4	200	1	200
Assistant Development Office	150	1	150
Library Clerk	64	1	64
Volunteer Coordinator	80	1	80
Senior Librarian's Office PO-5 (This office supervises volunteers, is responsible for special events & exhibits)	80	1	80
Principal Clerk's Office PO-5	80	1	80
Senior Clerk SS-1	80	1	80
Account Clerk SS-3	64	2	128
Payroll Clerk Screen Station	64	3	192
Clerical Assistant OS-2	64	3	192
Shared Work Area			
File storage units (lockable--for personnel files) (5)			
Centralized administrative files (20)			
Walk-in safe (large)			
Photocopier w/collator			
FAX machine			
PC w/Canon printer (copier size)	900	1	900
IBM mainframe printer			
Recycling bins (4)			
Shelving sections (4)			
Typewriter on stand w/chair			
Storage cabinets (5)			
Service counter 12' split level w/chair			
PC w/printer			
Security Coordinator	64	1	64
Administrative Assistant	64	1	64
<i>Subtotal Principal Clerks Office</i>			2,826

SUPPORT STAFF	SQ.FT.	PROG.QTY.	PROG.SQ.FT.
Grants Analyst Office PO-5			
Desk & desk chair			
Back layout table			
Lateral file 4-drawer	64	1	64
Vertical files (2)			
Side chairs (2)			
Wall mounted shelving PC w/printer			
Budget Analyst Office PO-5			
Desk & desk chair			
Back layout table			
File storage unit	80	1	80
Side chairs (2)			
Wall mounted shelving			
PC w/printer			
CIP Analyst	80	1	80
Capital Improvements Office PO-5			
Desk & desk chair			
Back layout table			
File storage unit	200	1	200
Side chairs (2)			
Wall mounted shelving			
PC w/printer			
Clerk	64	1	64
Plan Room (adjacent to above office)			
Storage for rolls of blueprints			
Worktable w/2 chairs	150	1	150
Storage cabinets (2)			
Tackboard walls			
<i>Subtotal Capital Improvements Office</i>			638
TOTAL SUPPORT STAFF			3,464

SPECIAL OFFICES-CONFERENCE ROOMS	SQ.FT.	PROG.QTY.	PROG.SQ.FT.
<u>5.46 Library Foundation Office PO-4</u>			
Desk & desk chair	150	1	150
Conference table for 4			
PC			
<u>5.47 Friends of the Central Library Office PO-4</u>			
Desk & desk chair	150	1	150
Work table w/6 chairs			
PC w/printer			
<u>5.49 Staff Conference Rooms</u>			
Three rooms, conference table & chairs			
White board marker on one wall			
Conference for 12	300	2	600
Conference for 6	200	1	200
5.50 Staff Restrooms			200
5.51 Internal Circulation			2,000
<i>Subtotal</i>			<i>3,300</i>
<hr/>			
TOTAL LIBRARY SYSTEM OFFICES			12,315

6.00 SIXTH FLOOR FUNCTIONS

LEASED SPACE FOR FUTURE EXPANSION OF LIBRARY SERVICES	NET SQ FT
<i>(see also Appendix A, page 14)</i>	35,000

7.00 SEVENTH FLOOR FUNCTIONS

LEASED SPACE FOR FUTURE EXPANSION OF LIBRARY SERVICES	NET SQ FT
<i>(see also Appendix A, page 14)</i>	35,000

8.00 EIGHTH FLOOR FUNCTIONS

ART, MUSIC, READING ROOM, SERRA RESEARCH, READ/SAN DIEGO		NET SQ FT
8.10	Information Desk, Collections & Seating	6,345
8.20	Circulating Collections (<i>see also Appendix A</i>)	9,670
8.21	Compact Shelving (<i>see also Appendix A, page 4</i>)	2,064
8.26	Seating - General (<i>see also Appendix A, page 22</i>)	1,265
8.27	Study Rooms (<i>see also Appendix A, page 28</i>)	520
8.40	Serra Research	1,662
8.50	Copy Center (<i>see also Appendix A, page 7</i>)	290
8.60	Word Processing Center	225
8.70	Public Restrooms (<i>see also Appendix A, page 20</i>)	
8.75	Janitors' Closet(s) (<i>see also Appendix A, page 12</i>)	
8.80	Staff Workroom (<i>see also Appendix A, page 26</i>)	1,720
8.92	READ/San Diego	3,892
8.98	Reading Room	2,000
8.99	Staff Restrooms (<i>see also Appendix A, page 25</i>)	100
EIGHT FLOOR NET ASSIGNED SQUARE FEET		29,753

8.00 Recommended Eighth Floor Functions

The general seating should be intermingled with the collections with the type of seating appropriate to the collection type.

8.10 Art, Music, Media & Recreation Service Desk & Reference Area - 6,345 Sq.Ft.

ART, MUSIC, MEDIA & RECREATION & REFERENCE AREA	SQ.FT.	PROG.QTY.	PROG.SQ.FT.
Information Service Counter--2 level (3 stations)			
Computer terminals - 3 (2 w/printers)	450	1	450
Microfiche Reader - 1			
Desk reference material (4 shelf secs. 45" high)	12	4	48
Index Counter/tables, 135 lineal counter feet at 39" height or 30" tables with 2 shelves above	140	6	840
Reference & Directory shelving - counter height,			
3-shelf sections 45" (6,000 vols)	12	100	1,200
6 shelf 90" ht. (12,000 vols)	12	100	1,200
Pamphlet Files - 4-drawer	12	22	264
Map Cases - 10-drawer each (5 drwr. stacked 2 high)	50	2	100
High speed printers for PCs	35	2	70
Reference Seating - for 30 @ 2-place tables (interspersed w/reference shelving)	55	15	825
PC Terminals w/printers	35	8	280
Microfiche cases	12	12	144
Card catalogs - special indexes			
30-drawer	50	1	50
60-drawer	50	5	250
Pamphlet File - 4-drawer	12	6	72
Picture Files - 4-drawer	12	46	552
TOTAL ART, MUSIC, MEDIA & RECREATION INFO AREA			6,345

8.20 Art, Music & Recreation Collections - 9,670 Sq.Ft.

The Art and Music collection is projected to grow to 150,000 volumes by the year 2025. 18,000 volumes are non circulating reference materials. 90% of the remaining volumes – The Circulating Collection – will be shelved.

ART, MUSIC & RECREATION COLLECTIONS	SQ.FT.	PROG.QTY.	PROG.SQ.FT.
Circulating print collections:			
Single face, 6-shelf sections	12	700	8,400
Audio materials:			
There are many ways to display and store audio materials and new units are being constantly developed. No specific units have been detailed below with the intent they be selected at time of interior furniture selection. Based on reasonable storage needs and space estimates for required capacities, a growth factor of 5% per year has been projected for the audio materials as compared to 2.5% for print. Circulation/in transit is estimated at 20% for these materials.			
Audio Cassettes: Housing and display for 8,000 tapes of a collection of 12,000			500
Compact Discs: Housing and display for 4,800 discs of a 10,000 disc collection			770
Public Access Computer Terminals	35	4	140
TOTAL ART, MUSIC & RECREATION COLLECTIONS			9,670

8.21 Compact Shelving – 2,064 Sq.Ft.

Provide 488 units at 4.23 Sq.Ft. each for a total of 2,064 Sq.Ft.

8.26 Art, Music and Recreation Seating – 1,265 Sq.Ft.

This section will have a variety of seating located in small groupings among the collection or along the perimeter walls if appropriate to the design. The smaller groupings are intended to avoid a "study hall" look and to provide reasonable access between readers and the collection. Total general seating is to be 36 and special AV seating for 10 (excluding reference desk area for 50 readers listed in 8.10).

OPEN SEATING	SQ.FT.	PROG.QTY.	PROG.SQ.FT.
Seating for 16 at 4-place tables	110	4	440
Seating for 20 at 2-place tables	55	10	550
Audio listening station for two	55	4	220
Viewing station for two	55	1	55
TOTAL OPEN SEATING			1,265

8.27 Study Rooms - 520 Sq.Ft.

Small study rooms serving from two to eight people are desirable for both public group study/listening and staff conference use. Each room should contain power and data connections. Glazed walls are required.

STUDY ROOMS	SQ.FT.	PROG.QTY.	PROG.SQ.FT.
Individual study/listening rooms for two	60	2	120
Groups study/conference/listening room for eight	200	2	400
STUDY ROOMS			520

8.40 Serra Research Center - 1,662 Sq.Ft.

This cooperative involving libraries in two counties is based at San Diego Central Library and at the San Diego County Library. There is some question whether the functions now housed at the County Library would be moved to the new Main Library.

SERRA RESEARCH CENTER	SQ.FT.	PROG.QTY.	PROG.SQ.FT.
Coordinator's Office - PO-5	150	1	150
Resource Librarian - SS-3	80	3	240
Library Assistant - SS-2	80	1	80
Library Clerk - OS-1	156	1	156
Shared Space:			
Vertical file storage units	12	8	96
Photocopier w/collator	120	1	120
Microfilm reader/printer	40	1	40
Shelving sections	12	12	144
FAX machine	30	1	30
Typewriters on stands	25	4	100
LAPL dedicated computer (Windows, if possible)	30	1	30
<i>Subtotal Shared Space</i>			<i>560</i>
Admin. Asst. Office			
PO-5	120	1	120
SS-2	80	2	160
Shared Space:			
Vertical file storage units	12	8	96
Storage cabinets	14.5	7	100
TOTAL SERRA RESEARCH CENTER			1,662

8.50 Copy Center - 290 Sq.Ft.

An enclosed but very visible area located between reference and circulating collections. Self-service area with several types of equipment. Machines to work on charge card or by coin.

COPY CENTER	SQ.FT.	PROG.QTY.	PROG.SQ.FT.
Self-service copiers w/collator	40	2	80
Color copier	50	1	50
FAX machine	30	2	60
Coin machine			
Sorting tables	50	2	100
TOTAL COPY CENTER			290

8.60 Word Processing Center - 225 Sq.Ft.

Public use word processing and network room with counter seating and partitioned individual areas for computer and word processor use. Provide one typewriter alcove in room. Room to contain power and modem lines for dedicated links.

WORD PROCESSING CENTER	SQ.FT.	PROG.QTY.	PROG.SQ.FT.
Counter with 6 computer link carrels, 1 typing carrel	--	1	225

8.70 Public Restrooms

Provide minimum number of public restrooms equipped as stated in Section 3.00.

8.75 Janitors' Closet(s)

Cleaning closet(s) as required by design. Provide for daily supply storage and cleaning cart. Low floor type sink and storage shelves plus space for equipment.

8.80 Eighth Floor Staff Workroom - 1,720 Sq.Ft.

This is a general enclosed staff workroom providing workstations for eighth floor professional and support public service staff. The area will provide for separate but related functions, miscellaneous shelving, one office for Supervisor, counter with sink and mail box, bulletin board, computer terminal and administrative files. As stated previously, power, telephone, and data connections should be supplied to all workstations.

The workroom should have as direct and convenient access as possible to the public services desk, but this room is considered secondary rather than primary space.

EIGHTH FLOOR STAFF WORKROOM	SQ.FT.	PROG.QTY.	PROG.SQ.FT.
Private Office - PO-5 w/PC	120	1	120
Screen workstation (assigned to professional staff) SS-2 w/PC	80	5	400
Open workstation w/terminals & printers - OS-1	64	5	300
Counter w/sink (8 l.f.), facsimile machine & mail box	48	1	48
Storage cabinets	15	2	30
Vertical file cabinets	12	4	48
Shelving sections (7 shelf)	12	18	216
CD-ROM server and jukebox	50	1	50
Book truck staging	12	10	120
Sorting table	60	2	120
Volunteer work area - OS-2	64	2	128
20 Box lockers with coat rack	1	20	20
High speed printer networked to multi-media PCs	40	2	80
Copy machine	40	1	40
TOTAL EIGHTH FLOOR STAFF WORKROOM			1,720

8.92 READ/San Diego - 3,892 Sq.Ft.

This is a literacy program involving volunteers tutoring individuals. This area is to be a duplicate of a similar program located in the Library's Malcolm X Branch.

Entry: It is essential that READ/San Diego's space be highly visible and have a separate identity. Because learners will be looking for the program, and be too embarrassed to ask for directions, it is vital that they can identify the literacy center easily.

At the entry, there should be a waiting room large enough to accommodate five clients. Bulletin board and display area.

The office manager is located in this space. Space should be provided for two large utility book carts (24" x 36").

Literacy Collection: Bookends should be a part of the shelving system and should be the "right size" to accommodate various sizes of materials. The bookends should be able to slide for easy rearrangement of books on the shelf.

Computer Lab: Provide space for 12 IBM computer learning stations. Each station should have seating for two (learner and instructor).

The lab must be acoustically controlled so that noise will not impact learners using the lab, nor on other areas of the learning center.

Private Tutoring Areas: Six tutoring stations are required. These may be two-position study carrels. This space should be adjacent to the literacy book collection.

Literacy Administrator's Office: This room should serve as a functional office as well as a small conference room.

Staff Work Areas: For three staff.

Volunteer Work Areas: Included are three workstations.

READ/SAN DIEGO	SQ.FT.	PROG.QTY.	PROG.SQ.FT.
ENTRY			
Waiting/Reception Room			
Chairs (6)			
End table			
Coffee table			
Bulletin board	450	1	450
Display racks for newspapers, magazines, brochures			
Kitchenette with coffee maker, microwave oven, sink, refrigerator, water cooler, food supply storage			
Assessments			
Private rooms will be needed near the Reception Area for new learning assessments and tutor/ learner/staff meetings. Natural lighting is desirable for learners with vision problems, and otherwise should be well-lit. The rooms to contain tables for three people arranged to allow a staff member to sit across from two tutor/learner clients.			
Private Rooms			
Table for three	125	2	250
Two shelving sections			
Marker boards			
Office Manager			
Desk & desk chair			
Typewriter			
PC and printer			
Vertical files (3)	250	1	250
Photocopier			
FAX machine			
ATLAS computer			
Supply storage cabinet			
Utility book cart parking (2)			
<i>Subtotal Entry</i>			950
Literacy Collection (5,500 volumes)			
Shelving sections (10" deep; 89" high)	15	19	285
<i>Subtotal Literacy Collection</i>			285

READ/San Diego (continued)	SQ.FT.	PROG.QTY.	PROG.SQ.FT.
Computer Lab			
Learning Stations			
Seating for two (learner & instructor) (12)			
File server	75	6	450
Laser printers (3)			
Storage cabinets (36") (2)			
Work Station (lab coordinator)	80	1	80
Phone jacks & modem			
Shared Work Area			
Shelving section (1)	175	1	175
Rectangular tables for 4 (2)			
Typing stations (2)			
<i>Subtotal Computer Lab</i>			710
Tutoring Area			
Private (Group) Tutoring Rooms (2)			
Conference table w/8 chairs	250	2	250
White board			
Private Tutoring Stations			
These should be cubicles for one-on-one tutoring; very private; none facing another; secluded from view of other patrons; sound proofed; comfortable space for two people; excellent lighting	75	3	225
<i>Subtotal Tutoring Area</i>			475
Language Laboratory			
Learning stations - seating for 2	75	6	450
Private tutoring stations	75	3	225
<i>Subtotal Language Laboratory</i>			675
Literacy Administrator's Office PO-4	150	1	150
Staff Work Areas PO-5	120	3	360
Storeroom	100	1	100
Volunteer Work Areas OS-2	64	3	192
TOTAL READ/SAN DIEGO			3,892

8.98 Reading Room - 2,000 Sq.Ft.

An open, flexible reading room with both formal and informal seating. The room location is intended to take advantage of the building height to provide views of the bay area and to function as a separate general reading room not directly associated with any specific subject department of the library.

It is intended as a “showcase reading destination” for library users.

READING ROOM	SQ.FT.	PROG.QTY.	PROG.SQ.FT.
Informal Seating - single lounge chairs	40	25	1,000
Individual study tables	30	32	960
P.C. terminal - SDPL catalog only	40	1	40
TOTAL READING ROOM			2,000

8.99 Reading Staff Restrooms – 100 Sq Ft.

9.00 NINTH FLOOR FUNCTIONS

9.20	SPECIAL EVENTS AREAS (<i>see also Appendix A, page 23</i>)	NET SQ FT
9.21	Exhibit Gallery & Storage	3,500
9.22	Special Events Room	4,000
9.23	Storage Room	500
9.24	Serving Kitchen	600
9.25	Coat Room	100
	<i>Subtotal</i>	<i>8,700</i>
9.90	SPECIAL COLLECTIONS (<i>see also Appendix A, page 9</i>)	NET SQ FT
9.91	Service Desk	250
9.92	Copy Center	165
9.93	San Diego Heritage	5,242
9.94	Genealogy Collections	2,770
9.95	Wangenheim Room	1,609
9.96	Staff Workroom (<i>see also Appendix A, page 26</i>)	1,929
9.97	Isolation Room	100
9.98	Compact Shelving	2,000
	<i>Subtotal</i>	<i>14,065</i>
TOTAL NINTH FLOOR NET ASSIGNED SQUARE FEET		22,765

9.00 Recommended Ninth Floor Functions

This floor contains two separate areas, each of which requires secure areas. These areas will have different operating hours from other library areas.

9.20 Special Events Facilities - 8,700 Sq.Ft.

A complex of rooms and adjacent terrace for special events such as lectures, receptions, traveling exhibits, luncheons, etc. These areas must be secure from administrative area as is administration secure after hours from these areas.

9.21 Exhibit Gallery - 3,000 Sq.Ft.

Equipped with state of the art lighting and flexible display/exhibit panels for both permanent and traveling exhibits.

9.21a Storage Room - 500 Sq.Ft.

Storage and exhibit preparation room. Will require sink and counter and flat work tables.

9.22 Special Events Room - 4,000 Sq.Ft. (plus terrace)

Flexible room for meal service for 250 or class room seating for 400 with adjacent table storage and serving kitchen. Requires excellent sound system and appropriate lighting.

9.23 Storage Room - 500 Sq.Ft.

Storage for up to 400 chairs and 32 table flats.

9.24 Serving Kitchen - 600 Sq.Ft.

Commercial type catering facilities as required to serve up to 250 meals. Not intended as a preparation kitchen. Consultation with appropriate catering companies will be required at time of design for refrigeration, warming ovens or carts, electrical needs, etc.

9.25 Coat Room - 100 Sq.Ft.

Small coat area for visitors to store briefcases, raincoats, umbrellas, as needed.

9.30 Outdoor Terrace - area as appropriate to design

An outdoor space connected with Exhibit and Special Events area. Requires appropriate security and lighting.

TOTAL SPECIAL EVENTS

8,700

9.90 Special Collections - 14,065 Sq.Ft.

The Special Collections area consists of a series of special services, collections and functions. Most of the area will be available to public access but unlike other floors of the library because of the nature of the special functions, certain areas will have limited public access and, limited hours.

Special Collections is made up of Local San Diego Heritage, Wangenheim Room, and Genealogy. Although these are three essentially separate collections requiring somewhat differing treatments, they need to be clustered and served together; share the same closed stacks; and share a workroom.

Two service points are desirable for Security. The first point would be just inside the entrance. This person could register the person, assist with the copy machine, and secure information for material requests. The second service point would be directly in front of the stack area with a keyless push-pad entry. When one person is retrieving material, there is no supervision of the activity in the main room. When necessary, one person could staff the area, but when busy at least two people are desirable.

The Workroom needs to be separated with partial glazing (one-way glass preferred) so staff can observe the rooms. Much of these three collections will be either in the closed stacks or in locked cases. The service desk should be within easy reach of the compact shelving, be oriented to receive patrons while also being able to view the seating sections of the three rooms. Staff at the service desk will be called upon to retrieve wanted materials from the closed stacks. The materials in all three rooms do not leave the rooms. The closed stacks will require climate control. An additional collection security system may be required.

9.91 SPECIAL COLLECTIONS SERVICE DESK	SQ.FT.	PROG.QTY.	PROG.SQ.FT.
<hr/>			
Special Collections Service Desk - 2 stations			
Desk (2 station) - Must have view and access control into special collections areas. Back reference surface, PC w/printer, Microfiche reader, CD Rom w/printer	250	1	250
<hr/>			
9.92 COPY CENTER	SQ.FT.	PROG.QTY.	PROG.SQ.FT.
Copy Center			165
Self service copy machine	40		
Color copy machine	40		
Sorting table	50		
Coin changing machine	35		

9.93 San Diego Heritage Room - 5,242 Sq.Ft.

This room holds the local (state) history collection with a focus on San Diego and includes fiction by San Diego authors. The materials are not supposed to leave the room. Seating should be within view of the service desk for security purposes. Walls to be provided with hangar rails at 6' height. This area should have separate zone climate controls.

SAN DIEGO HERITAGE ROOM	SQ.FT.	PROG.QTY.	PROG.SQ.FT.
Shelving sections (reference - 5 shelves high) 100 sections (150 closed in stacks)	15	100	1,500
Shelving sections (bound periodicals) 5 shelves high	15	22	330
Map cases (10 drawers each)	50	11	550
Map cases (15 drawers each)	50	10	500
Periodical shelving sections	12	3	36
Postcard storage 4-drawer units	12	3	36
Microfiche storage 4-drawer units	12	10	120
Vertical files	12	30	360
Card catalog 60-drawer units*	50	4	200
OPACS w/printer	40	4	160
Internet PC w/printer	40	2	80
PC w/CD-ROM (Newsbank)	40	4	160
Microfiche readers	40	6	240
Video storage cabinet (200+ videos)	2	15	30
Display rack for flyers and brochures			
Seating:			
Tables for 4	130	2	260
Tables for 2	55	8	440
Tables for 1	40	6	240
TOTAL SAN DIEGO HERITAGE ROOM			5,242

- * 1. *San Diego Union Index*
2. *San Diego Union Authority File*
3. *Periodical Index Card File*
4. *Map cards, VF heading, periodical holdings, etc*

9.94 Genealogy Collection - 2,770 Sq.Ft.

This collection is open whenever the Library is open. Some assistance is provided by volunteers from a volunteer's desk but service is also available from the Special Collections desk.

Walls should be provided with hanging rails at 6' height.

GENEALOGY ROOM	SQ.FT.	PROG.QTY.	PROG.SQ.FT.
Service Desk OS-2			
Secretarial chair	40	1	40
PC			
Shelving Sections (reference) (5 shelves high, 16 sections in stacks)	15	80	1,200
Portable book rack	5	1	5
Card file - nine drawers	25	1	25
Dictionary stand	30	1	30
Atlas - map stand	40	1	40
Magazine rack (revolving)	15	1	15
Vertical file (legal size)	15	2	30
Microfiche file	30	1	30
OPAC terminal	40	1	40
Microfiche reader	40	1	40
Kodagraph microprint reader	40	1	40
Tables w/2 chairs each	55	15	825
Tables w/4 chairs	110	3	330
CD Rom PC's	40	2	80
TOTAL GENEALOGY ROOM			2,770

9.95 Wangenheim Room - 1,609 Sq.Ft.

This room will house a collection concerned with the history of the book. It illustrates the development of the book through the ages in all its aspects -- paper making, book binding, book illustration, and the history of printing. The collection spans more than 4,000 years, ranging from Babylonian clay tablets to rare and exquisitely illustrated 20th century manuscript of The Rubaiyat Of Omar Khayam.

The present Wangenheim Room is designed to resemble a typical 19th century private library, decorated with Persian rugs and wood paneling. There is interest concerning the paneling being transferred to the new room.

The room is open to everyone, however it is not open all the hours the Library is open. Volunteers help staff the room. Attractive and secure display cases are needed. The collection is growing slowly through the donations of books and funds for additional materials.

The new Wangenheim Room should be much larger than the present one, with provisions for additional displays and space for placing stacking chairs for special programs. Walls should be provided with hanging rails at 6' height.

The present storage room is much too small--many of the items are not properly stored. The new workroom should provide space for preservation work and work in connection with preparing exhibits. The stacks need to have proper climate control for preservation of materials.

WANGENHEIM ROOM	SQ.FT.	PROG.QTY.	PROG.SQ.FT.
Volunteer Service Desk OS-2	64	1	64
Desk Chair			
Shelving Sections (includes 23 folio shelves)	15	30	450
Lectern	25	1	25
Sculpture	30	3	90
Display/exhibit cases - wall units	varies	5	120
20.5 linear feet of cases:			
8'-11'			
4'-8"			
3'-9"			
3'-3"			
OPAC w/printer	40	1	40
Tables w/four chairs each	130	4	520
Lounge chairs	40	6	240
End tables	30	2	60
TOTAL WANGENHEIM ROOM		1,609	

9.96 Staff Workroom - 1,929 Sq.Ft.

STAFF WORKROOM	SQ.FT.	PROG.QTY.	PROG.SQ.FT.
PO-5 w/terminal	120	1	120
Screened work stations SS-2 w/terminal	80	7	560
Volunteer work stations OS-1	64	3	192
Box lockers w/coat rack	1	10	10
Card catalog			
30 drawers	50	1	50
60 drawers	50	1	50
Flat file - 10 drawers	55	1	55
Vertical files	12	8	96
Folio Locking cabinets	15	10	150
Storage cabinets	14.5	8	116
Storage shelving sections	15	10	150
Work table w/2 chairs	75	4	300
Stacking chairs (25) on cart	10	1	10
Work table w/2 chairs	70	1	70
TOTAL STAFF WORKROOM			1,929

9.97 Isolation Room - 100 Sq.Ft.

A small receiving room where incoming archival collections can be stored until they are known to be free of insect or mold contamination. Connect with workroom.

TOTAL SPECIAL COLLECTIONS	14,065
----------------------------------	---------------

VI. PRELIMINARY PROJECT BUDGET

ITEM	COSTS
Construction	\$106,773,802
Contingency	\$8,870,198
FF&E	\$10,000,000
Project Mgt	\$841,000
Construction Mgt	\$6,000,000
Art	\$725,000
Relocation/Permit/Miscellaneous	\$1,123,000
TOTAL PROJECT	\$149,500,000